Angleton ISD

JOB TITLE: Secretary – Office Assistant

Reports to: Campus Principal

Dept./School: Campus Assigned

Pay Level/ Days: PT-2/ 187 Days

Primary Purpose:

To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

Qualifications:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:
Proficient keyboarding, data entry, word processing, and file maintenance skills
Ability to use software to develop spreadsheets, databases, and do word processing
Ability to prioritize workflow to address the multiple needs of the supervisor or department
Ability to multi-task numerous complex administrative activities
Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Receive and route incoming telephone calls.
2. Handle correspondence from the principal's office.
3. Maintain a regular filing system and process incoming correspondence as instructed.
4. Welcome all visitors.
5. Maintain a schedule of appointments and make arrangements for conferences, interviews, etc.
6. Perform usual office procedures and practices.
7. Order and distribute office supplies.

8. Enroll new students, withdraw students, and send records to schools requesting them.

9. Attend to needs of students in health room, such as dispensing medication and first aid when nursing personnel are not on campus.

10. Call for substitute teachers when needed.

11. Maintain confidentiality of student and personnel matters.

12. Maintain safety standards in conformance with all rules, regulations, policies, administrative and supervisory directives.

13. Perform other tasks and responsibilities as assigned by appropriate supervisor.

Terms of Employment:

Employed at-will. Days and salary to be determined by the Board and will be set within the salary range for position.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Frequent repetitive hand motions; frequent keyboarding and use of mouse

Lifting: Occasional light lifting and carrying (under 15 pounds)

Environment: Work is performed in an office setting; may require occasional irregular and/or prolonged hours

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____