Job Description

HR Services

This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.

Job Title: Secretary to Principal/PEIMS Clerk

Exemption Status/Test: Nonexempt

Reports to: Principal

Date Revised: April 5, 2024

Dept./School: Ira ISD

Primary Purpose:

Ensure efficient operation of school administrative office and provide clerical services for school's administrative staff. Maintain accurate attendance records for the campus. Perform data entry including attendance, Public Education Information Management System (PEIMS) data, and grades.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient keyboarding and file maintenance skills Ability to use software to develop spreadsheets, databases, and do word processing Ability to maintain accurate and auditable records Knowledge of basic accounting principles Ability to follow verbal and written instructions Ability to perform a variety of tasks often changing assignment on short notice Effective organizational, communication, and interpersonal skills Ability to meet established deadlines

Experience:

Prior secretarial and data entry experience preferred

Major Responsibilities and Duties:

Records, Reports, and Correspondence

- 1. Prepare campus communications, correspondence, forms, manuals and reports following district standards and requirements. Prepare instructional materials and as requested.
- Maintain a daily teacher attendance log and records for substitute teachers. Monitor and process time records including leave requests and reports. Compile information and submit to central office according to established procedures and deadlines.
- 3. Maintain school calendar of events.
- 4. Compile, maintain, and file all reports, records, and other documents as required. Maintain student records according to established procedures.



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- 5. Collect and enter attendance and PEIMS data into established database and verify accuracy according to prescribed procedures.
- 6. Maintain student records and process requests for student information and transcripts. Process new student records, including requesting transcripts and records from other schools.
- 7. Assist parents, students, and faculty with questions regarding student attendance.
- 8. Contact parents/guardians to verify student absences as needed and report attendance problems to designated administrator.

Reception and Phones

- 9. Receive incoming calls, take reliable messages, and route to appropriate staff.
- 10. Assist students, teachers, and parents as needed.
- 11. Schedule meetings and appointments and maintain calendar for principal.

Other

- 12. Assist with planning, preparation, and setup of faculty meetings and campus activities.
- 13. Sort, distribute, or deliver mail and other documents.
- 14. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
- 15. Maintain confidentiality.
- 16. Follow district safety protocols and emergency procedures.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals **Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

