



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Assistant Principal Clerk

Salary Block: 304

Reports To: Designated Campus Administrator

Terms of Employment: 202 Days

Exemption Status: Non-Exempt

Primary Purpose:

The primary purpose of this position is to provide clerical support to assistant principals.

Qualifications:

Education/Certification:

- High school diploma/equivalent or higher

Special Knowledge/Skills:

- Demonstrate minimum proficiency in filing procedures and typing;
- Must possess basic computer skills to include Word and Excel;
- Demonstrate ability to effectively communicate with parents, staff, and students.

Major Responsibilities and Duties:

1. Performs required office routines and practices.
2. Maintains a regular filing system, insuring confidentiality, and processes incoming correspondence as instructed.
3. Takes and transcribes dictation of various types to include meetings, correspondence, reports, notices, and recommendations.
4. Performs any bookkeeping tasks associated with the specific position.
5. Maintains a schedule of appointments and makes arrangements for conferences and interviews.
6. Maintains student records as required.
7. Assists with general clerical office duties as necessary.
8. Distributes and collects workbooks, papers, and other materials for instruction.
9. Greets all visitors courteously, determines their need, checks appointments and directs or escorts them to the proper person.
10. Places and receives telephone calls and records messages.
11. Maintains daily sign-in sheets as required.
12. Assists in recording and maintenance of department inventory.
13. Assists in the issuing and returning of textbooks to all students.
14. Assists in the collection of records and data for PEIMS, registration and student scheduling when appropriate.
15. Checks students' attendance as it pertains to discipline.
16. Assists Assistant Principal in completing special program projects (i.e. testing, intersession, 504).
17. Upholds and adheres to safety rules and policies of the SISD safety program.
18. Supports the goals and objectives of the school district and follows all district policies.
19. Performs any other duties as assigned by the appropriate supervisor.
20. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
21. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Assistant Principal Clerk

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress.

Physical Demands/Environmental Factors: Prolonged use of computer; works with frequent interruptions.

This job description 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.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief of Human Resources: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

ADOPTED: 11-6-90 AMENDED: 3-2-93, 8-23-01, 3-27-03, 2-11-10, 8-25-11, 1-23-13, 10-5-16, 10-23-17, 9-25-19