



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: **Campus Secretary Elementary**

Salary Block: 305

Reports To: Campus Principal

Terms of Employment: 226 Days

Exemption Status: Non-Exempt

Primary Purpose:

The primary purpose of this position is to provide secretarial support for the elementary faculty, staff, and community.

Qualifications:

Education/Certification:

- High school diploma/equivalent or higher

Special Knowledge/Skills:

- Must possess basic clerical skills
- Must possess basic computer skills
- Demonstrate ability to effectively communicate with district employees and general public

Major Responsibilities and Duties:

1. Takes and transcribes dictation of various types, including meetings, correspondence, reports, notices, and recommendations.
2. Maintains a regular filing system, insuring confidentiality, and processes incoming correspondence as instructed.
3. Places and receives telephone calls and records messages.
4. Performs any bookkeeping tasks associated with the specific position.
5. Maintains a schedule of appointments and makes arrangements for conferences and interviews.
6. Assigns duties to and supervises the work of clerical office personnel.
7. Greets all visitors courteously, determines their needs, checks appointments and directs or escorts them to the proper person.
8. Assists in collection of records and data for PEIMS, registration and student scheduling when appropriate.
9. Maintains daily sign in sheets as required.
10. Maintains a professional level of confidentiality concerning personnel and students.
11. Upholds and adheres to safety rules and policies of the SISD safety program.
12. Supports the goals and objectives of the school district and follows all district policies.
13. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
14. Performs any other duties as assigned by the appropriate supervisor.
15. Provides optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.

Campus Secretary Elementary

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, 2-24-95, 1-16-96, 7-16-02, 12-05-03, 6-22-11,
2-13-13, 10-5-16, 10-23-17, 9-25-19