

## GCISD Job Description

**Job Title:** Administrative Assistant to Middle School Principal

**Days/Status:** Nonexempt, 202 Days

**Department/School:** Assigned Campus

**Pay Grade:** 11 Campus

**Reports to:** Principal

**HR Date Approved:** 10/2007

### Summary:

The primary purpose is to provide clerical support to assigned administrative personnel and ensure efficient operation of school administrative office, ensuring compliance with financial, legal, and administrative requirements.

### Qualifications/Minimum Education/Certification:

High School diploma or equivalent

One to three years secretarial experience, preferably in an educational setting

### Special Knowledge/Skills:

Effective organization, communication, and interpersonal skills

Proficiency in software applications to develop spreadsheets, databases, and do word processing

Knowledge of basic accounting and budgeting principles

Ability to operate office equipment

Knowledge of District organization and operations as required for this position

### Major Responsibilities and Duties:

- Prepare written correspondence, forms, schedules, or reports using personal computer.
- Respond to inquiries of staff, the public, parents, and students, and disseminate appropriate information.
- Facilitate requesting substitutes for teachers and instructional paraprofessionals.
- Receive incoming calls, take reliable messages, and route to appropriate staff.
- Schedule meetings and appointments and maintain calendar for principal.
- Schedule campus events and facility use requests, and maintain school calendar of events.
- Complete all campus maintenance requests through established database.
- Perform routine bookkeeping tasks to maintain campus budget records, including making cash deposits for activity accounts, updating records, and processing purchase orders.
- Order, receive, store, and issue supplies and equipment.
- Maintain physical and computerized files including mailing lists, student records, visitor logs, and office communication.
- Assist with campus registration duties as assigned.
- Sort, distribute, and deliver mail and other documents.
- Maintain identification badge access for campus employees.
- Maintain records identified in campus crisis plan and serve on Crisis Response Team.
- Assist in campus clinic as needed.
- Maintain confidentiality.
- Participate in meetings and training sessions as designed by District staff.
- Assist in campus duty assignments as required.
- Regular and consistent attendance.
- All other duties as assigned.

### Mental/Physical/Environmental Demands:

- Maintain emotional control under stress.

- Demonstrate patience and flexibility in changing job demands and when interacting with parents, staff, students, visitors, and the public.
- Work with frequent interruptions.
- Continuous sitting.

**Intent and Acknowledgment:**

The foregoing statements describe the general purpose and the responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities and skills required.