



JOB DESCRIPTION
Student Services Secretary/Clerical – High School

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The Student Services Secretary/Clerical, under the direct supervision of the principal, is responsible for clerical, supervisory, and receptionist duties in the discipline office.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- One year clerical experience

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Demonstrates proficiency in typing, keyboarding and record keeping
- Ability to work with students, teachers, and parents in a positive manner

DUTIES AND RESPONSIBILITIES:

1. Prepares correspondences and related papers pertaining to all disciplinary matters.
2. Serves as receptionist for the discipline offices.
3. Supervises students in the discipline office.
4. Generates attendance letters, warning and loss of credit on a weekly basis. Responds to questions posed by parents.
5. Issues TEA forms for students.
6. Issues bus information for school bus students.
7. Issues parking permit stickers to students.
8. Inputs student parking information in computer.
9. Relieves nurse for the lunch hours.
10. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to concentrate, communicate (verbally and written), and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds), works with frequent interruption. Repetitive hand motions.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 3
Salary Range: \$9.39 min./ \$11.74 mid./ \$14.09 max
Days: 185
Wage/Hour Status: Nonexempt
Updated: April 3, 2009

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.