

Job Title:	Assistant Principal Secretary	Wage/Hour Status:	Nonexempt
Reports to:	Administrator Designated	Pay Grade:	CS: 3-6
Dept./School:	Assigned Campus, Office or Department	Date Revised: 2/2025	Duty Days: TBD

Qualifications:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Proficient keyboarding, word processing, and file maintenance skills

Effective communication and interpersonal skills

Basic math skills and calculator operation

Ability to use personal computer and software to develop spreadsheets, databases, and word processing documents

Ability to use copier, fax machine and multifunction telephone system

Experience:

Three years secretarial experience, preferably in the public education environment

Major Responsibilities and Duties:

Align the major functions of the assignment with district goals such that all students succeed.

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, etc. for the assigned administrator.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Maintain physical and computerized department files.
4. Maintain student records as necessary.
5. Assist all school administrators with any projects or tasks.

Other

6. Answer incoming calls, take reliable messages, and route to appropriate staff member.
7. Maintain schedule of appointments and make travel arrangements for appropriate staff.
8. Receive, sort, and distribute mail to department staff.
9. Maintain confidentiality of information.

10. Perform other duties as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions; maintain emotional control under stress. Extended periods of work seated at a desk, repetitive hand motions; prolonged use of computer.

Bryan ISD is an equal opportunity employer. All applicants are considered for all positions without regard to race, color, national origin, religion, sex, marital or veteran status, medical condition, or disability, or any other legally protected reason.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____