

CLARENDON CISD
VACANCY ANNOUNCEMENT

Position Title: Junior High School Secretary

Position Summary:

- Ensure efficient operation of the campus office and provide clerical services.

Qualifications:

Education/Certification:

- High school diploma or GED

Special Knowledge/Skills:

- Proficient keyboarding and file maintenance skills
- Ability to use software to develop spreadsheets, perform data analysis, and do word processing
- Ability to maintain accurate and auditable records
- Ability to follow verbal and written instructions
- Ability to perform a variety of tasks often changing assignments on short notice
- Effective organizational, communication, and interpersonal skills
- Ability to operate the multi-line phone system
- Ability to meet established deadlines

Experience:

- Clerical experience in an office setting

Duties and Responsibilities (examples):

- Create, maintain, and process student records, reports and prepare campus communications, correspondence, forms, etc.
- Collect and enter attendance and PEIMS data into the established database and verify accuracy according to prescribed procedures.
- Maintain a daily teacher attendance log and records for substitute teachers. Monitor and process time records including leave requests and reports. Compile information and submit it to the central office according to established procedures and deadlines.
- Maintain confidentiality.

Salary

- As per the local salary schedule

Length of Work Year:

- 11 month

Application Procedures

- Complete and submit an application

The application is available in the Administration Office or on the district website, Clarendonisd.net
under Quicklinks, Employment Opportunities, Support Staff Application

Application Deadline

- Until Filled