

Terrell I.S.D. Job Vacancy

Terrell Independent School District is an Equal Opportunity Employer

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District

In accordance with Terrell I.S.D. Board Policy DC (LOCAL) the following position is open:

Job Title:	Bilingual Secretary	Work Days:	214
Reports to:	Principal	Wage/Hour Status:	Nonexempt
Dept./School:	W.H. Burnett Elementary	Pay Grade:	5
Contact Person:	Stacey Ellis Director of Human Resources and Student Services	Date Posted:	February 2, 2012
		Deadline to apply:	February 15, 2012

Primary Purpose:

Ensure efficient operation of school administrative office and provide clerical services for school's administrative staff.

Qualifications:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

Proficient word processing and file maintenance skills

Effective organizational, communication, and interpersonal skills

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

Knowledge of basic accounting principles

Experience:

One to three years secretarial experience, preferable in a public education environment.

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare written correspondence, forms, schedules, or reports using personal computer.
2. Prepare instructional materials, meeting agendas, honor rolls, graduation lists, and campus communication as requested, using typewriter or personal computer.
3. Maintain a daily teacher attendance log and records for substitute teachers.
4. Monitor and process personnel time records including leave requests and reports. Compile information and submit to central office according to established deadlines.
5. Maintain school calendar of events.

Reception and Phones

6. Schedule meetings and appointments and maintain calendar for principal.
7. Assist students, teachers, and parents as needed.
8. Receive incoming calls, take reliable messages, and route to appropriate staff.

Files

9. Maintain physical and computerized files including mailing lists, student records, visitor logs, and office communication.
10. Update handbooks, policy manuals, and other documents as assigned.

Accounting and Inventory

11. Perform routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records.
12. Prepare and process purchase orders.
13. Receive, store, and issue supplies and equipment.
14. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity checkbook(s) and ledger(s).
15. Assist with coordination of faculty meetings and campus activities.
16. Assist with campus budget preparation.
17. Maintain inventory of fixed assets, equipment, and supplies.

Other

18. Sort, distribute, or deliver mail and other documents.
19. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
20. Maintain confidentiality.

Equipment Used:

Personal computer, printer, copier, fax machine, and calculator.

Working Conditions:

Mental demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions. Repetitive hand motions; prolonged use of computer

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.

Application Procedures

District Employees: Submit letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications. Also, submit a completed and signed TISD Transfer form by deadline date.

Outside Applicants: Send letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications, district online application at www.terrellisd.org or go to www.teacherjobnet.org resume, transcripts, copy of credentials, Criminal History form, and 3 Reference Letters. After you have completed the online application please contact Rebecca Moss at 972-563-7504 ext. 3338 or email her at rebecca.moss@terrellisd.org and let her know which position you are applying for.

Terrell ISD has a strong commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people including men, women, ethnic minorities and individuals with disabilities.