



Cross Plains ISD is accepting job applications for the following position.

Interested applicants should send a resume to Elementary Principal, Jeanette Barron, jbarron@cplains.esc14.net

Resumes may also be delivered in-person to the Elementary Office or CPISD administration office.

Job applications will be required to be submitted which can be picked up in the administration office.

Office Hours: M-F, 8:00 AM – 3:45 PM

Job Posting: District Website | www.crossplainsid.net

Please see the job description below.

Position Type:
Secretary to Elementary Principal

Component:
Campus Clerical

Date Posted:
02/28/2023

Pay Grade:
District Pay Scale Dependent on
Experience

Closing Date:
Until filled

Days of Employment:
212

Reports To:
Elementary Principal

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 keyboarding and file maintenance skills

CROSS PLAINS INDEPENDENT SCHOOL DISTRICT
700 N MAIN, CROSS PLAINS, TEXAS 76443 | 254.725.6121

BETTER PEOPLE MAKE BETTER BUFFALOES



Ability to use software to develop spreadsheets, databases, and do word processing
Ability to maintain accurate and auditable records
Knowledge of basic accounting principles
Ability to follow verbal and written instructions
Ability to perform a variety of tasks often changing assignment on short notice
Effective organizational, communication, and interpersonal skills

Experience:

Secretarial experience and experience in the school system is preferred, but not required.

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare campus communications, correspondence, forms, manuals, reports, purchase orders, and payment authorizations following district standards and requirements. Prepare instructional materials and as requested.
2. 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 to central office according to established procedures and deadlines.
3. Maintain school calendar of events.
4. Compile, maintain, and file all reports, records, and other documents as required. Maintain student records according to established procedures.

Reception and Phones

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

Accounting and Inventory

8. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity check register(s) and ledger(s).
9. Assist with campus budget preparation and maintain accurate records of expenditures. Prepare and process purchase orders and receive, store, and issue supplies and equipment.
10. Maintain inventory of fixed assets, equipment, and supplies.



Other

11. Assist with planning, preparation, and setup of faculty meetings and campus activities.
12. Sort, distribute, or deliver mail and other documents.
13. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
14. Maintain confidentiality.
15. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Monitor the work of campus secretaries and clerical aides.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Required Training for Continued Employment Consideration

1. New Employee Orientation Training
2. Attend program training and information updates
3. Must be able to pass a fingerprint background check

**Applicants for all positions are considered without regard to race, color, sex (including pregnancy, sexual orientation, or gender identity), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.*

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment.



Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Inquiries about the application of Title IX to employment should be referred to Title IX Coordinator, Dade Cosby, Superintendent, 700 N Main, Cross Plains, Texas 76443 | dcosby@cplains.esc14.net | 254.725.6122