



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

CAMPUS SECRETARY, PRINCIPAL

2009-2010

JOB NUMBER 3249

Applying for this posting places your name in a pool of applicants who wish to be considered for campus secretary positions as they become available in the district.

QUALIFICATIONS:

1. High school diploma/GED.
2. Proficient in applied technology (Microsoft Word, Excel, Access, PowerPoint).
3. Proficient in general office management and procedures.
4. Possess excellent interpersonal and communication skills. Must have a high level of integrity regarding student records, employment records and campus issues.
5. Must be self-motivated, possess the ability to work under pressure, able to handle multiple tasks and work collaboratively.
6. Possess the ability to provide leadership in building responsibilities.
7. Competency on CFISD proficiency test. (Score of **85** or above and a minimum of **50 wpm** typing skills).

LENGTH OF EMPLOYMENT:

| | | | |
|---------------------|----------|-------------------------------------|----------|
| • High School | 250 days | • Adaptive Behavior Ctr/Carlton Ctr | 215 days |
| • Middle School | 225 days | • Alternative Learning Center | 220 days |
| • Elementary School | 215 days | • Windfern High School | 230 days |

SALARY/PAYGRADE:

| | | | |
|---------------------|------------------|-------------------------------------|------------------|
| • High School | CT/47 - \$36,598 | • Adaptive Behavior Ctr/Carlton Ctr | CT/45 - \$26,011 |
| • Middle School | CT/46 - \$29,943 | • Alternative Learning Center | CT/46 - \$29,278 |
| • Elementary School | CT/46 - \$28,612 | • Windfern High School | CT/46 - \$30,608 |

ESSENTIAL FUNCTIONS:

1. Manage a complex office environment with frequent interruptions. Handle routine and emergency office decisions.
2. Maintain confidentiality of personnel files, records and student information.
3. Prepare and type correspondence and reports for principal.
4. Record staff absences and prepare reports. Request and assist substitute teachers and paraprofessionals.
5. Order instructional/office supplies and assist teachers with orders for supplies.
6. Maintain financial records; secure monies received; prepare monies for deposit; dispense monies (paychecks, travel checks, reimbursements, etc.).
7. Prepare documents/school calendars, etc. Distribute to district and building personnel.
8. Assist in preparation for graduation and other functions.
9. Work with custodial, maintenance, food service, and other district departments to coordinate school activities.
10. Perform other duties as assigned by the principal.

REQUIREMENT: After submitting an application, **ALL** applicants must **register online** for the proficiency test and bring educational credentials the day of testing. To register, click on [Apply Online](#) below and go to Steps 5 & 6.

INTERESTED APPLICANTS MAY CONTACT:

Human Resources
 10300 Jones Rd., Rm. 229
 Houston, TX 77065
 Phone: 281-897-4189
 Fax: 281-517-2106
 Email: annette.escobar@cfisd.net
[Apply Online](#)
 Category: 09-10 Paraprofessional

DEADLINE TO APPLY: Applications taken year round

Posted 10/09