



LA JOYA INDEPENDENT SCHOOL DISTRICT  
201 East Expressway 83  
La Joya, TX 78560

**Job Title:** District Nurse Coordinator Secretary

**Wage/Hour Status:** Non-Exempt

**Reports to:** District Nurse Coordinator

**Pay Grade:** Clerical/Paraprofessional Employee  
Pay Grade 3  
(\$19,798.40 - \$29,850.08)

**Dept./School:** Student Health Services Department

**Initiated Date:**

**Revised Date:** December 8, 2011

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**District Primary Purpose:**

To assist and promote La Joya ISD in implementing a rigorous curriculum/instructional program that supports student success and achievement.

**Department Primary Purpose:**

Assists and supports the overall efficient operation of the District Nurse Coordinator Office and Nurse Clinics in the School District.

**Qualifications:**

**Education/Certification:**

High School Diploma/GED or Higher

**Experience:**

Two to five years successful employment as a school secretary or medical assistant within the school district, or from another district of comparable size.

**Knowledge/Skills:**

Strong self directed ability  
Type with reasonable accuracy a minimum of 45-50 w.p.m.  
Correct usage of the English usage, grammar, spelling, and punctuation  
Ability to use office methods such as data entry , Word, Excel, PowerPoint and other computer skills and its components.  
Strong organization, communication and inter-personal skills.  
Strong Knowledge of school district organization, operations and administrative policies.  
Strong knowledge of budgets (revisions, amendments, fixed assets etc.)  
Knowledge to process requisitions orders for office supplies and medical supplies and equipment.

## **Major Responsibilities and Duties:**

1. Perform the usual office routines and practices associated with the productive and smoothly-run office such as type and proof memos, letters and forms: receive, screen route telephone calls, process purchase orders/warehouse orders; take messages and/or place telephone calls; process incoming/outgoing correspondence, email/fax information regularly.
2. Receive financial reports for program budget, monitor expenditures and compile budget reports in consultation with supervisor and business department.
3. Maintain a filing system by project, as well as a set of locked confidential files and process incoming/outgoing correspondence as instructed.
4. Work closely with district-wide School Health Services staff in providing necessary supplies, materials and information to and from the District Nurse Coordinator.
5. Prepare, distribute and maintain Student Health Services directory and community resources, licensing schedule, Back-Up list and Substitute staff.
6. Monitor office supplies and equipment; order as needed and provide for maintenance of equipment, such as blood pressure cuffs, otoscopes, audiometers, AED's, technology equipment etc.
7. Follow personnel guidelines for vacancy positions and interviews, such as setting up appointments, processing required correspondence.
8. Prepare for meetings and trainings; acquire and confirm necessary arrangements for location, A/V equipment, consultant requirements, agenda, and evaluation, correspondence and follow-up.
9. Catalogue and maintain Student Health Services resource material for district-wide use, develop a system to monitor their use and oversee the return of materials.
10. Attend training and improve knowledge and skills.
11. Perform other duties assigned by immediate supervisor (primary evaluator)

## **WORKING CONDITIONS:**

### **Mental Demands:**

- Ability to communicate effectively.
- Ability to work under stress and meet deadlines.
- Ability to work independently.

**Physical Demands/Environmental Factors:**

Repetitive hand motions; prolonged use of computer; work with frequent interruptions; moderate standing,. Stooping, bending, and lifting.

POSITION WORKING DAYS: 226

DATE POSTED: December 8, 2011

DEADLINE: Until Filled

*All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. ([www.lajoyaisd.com](http://www.lajoyaisd.com))*

*Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. ([www.lajoyaisd.com](http://www.lajoyaisd.com))*

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_