

Job Title: SECRETARY, PRINCIPAL
Reports to: Principal
Dept./School: Assigned Campus
Wage/Hour Status: Non-exempt
Date Revised: July 23, 2018

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 typing/word processing (minimum of 35 WPM) and file maintenance skills
Effective organizational, communication, and interpersonal skills
Ability to use personal computer and software to develop spreadsheets, databases
Knowledge of basic accounting principles

Experience

One to three years secretarial experience, preferably in public education environment

MAJOR RESPONSIBILITIES AND DUTIES

Reports, and Correspondence

1. Prepare written correspondence forms, schedules, or reports using typewriter or personal computer.
2. Prepare instructional materials, meeting agendas, honor rolls, awards, class rosters, graduation lists, and campus communication as requested, using typewriter or personal computer.
3. Monitor and process personnel time records including leave requests and reports. Compile information and submit to central office.
4. Maintain school calendar of events.
5. Schedule meetings and appointments and maintain calendar for principal.
6. Generate, review, print and distribute report cards and progress reports.
7. Enter discipline referrals and coordinate with attendance secretary for attendance reconciliation
8. Create campus trainings in the GoSignMeUp (GSMU) application and record attendance accordingly.

Reception and Phones

9. Assist students, teachers, and parents as needed.
10. Receive incoming calls, take reliable messages, and route to appropriate staff.
11. Perform call outs as requested by campus administration.
12. Schedule substitutes as needed for professional and hourly staff.

Records and Files

- 13. Maintain a daily teacher attendance log and records for substitute teachers.
- 14. Maintain physical and computerized files including inventory of school and office supplies, mailing lists, student records, visitor logs, and office communication.
- 15. Update handbooks, policy manuals, and other documents as assigned.

Accounting and Inventory

- 16. Receive, store, and issue supplies and equipment.
- 17. Perform routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records. Create and process purchase orders as directed by campus admin.
- 18. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity checkbook(s) and ledger(s).

Other

- 19. Sort, distribute, or deliver mail and other documents.
- 20. Perform routine duties in the absence of the nurse.
- 21. Perform other duties assigned by supervisor.
- 22. Maintain confidentiality of information.

Supervisory Responsibilities

None

EQUIPMENT USED

Personal computer, typewriter, 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 and 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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____