

**JOB DESCRIPTION FOR
ELEMENTARY PRINCIPAL SECRETARY**

August 2019

Reports To: Building Principal

Essential Functions: To ensure that office tasks are properly assigned and completed and to provide all clerical, word processing, bookkeeping and computer support services for the principal

Minimum Requirements:

- Excellent interpersonal skills
- Lift 10 pounds
- Familiar with use of word processing applications
- Willing to be trained on the student data software

Primary Tasks and Responsibilities:

1. Assist in preparing yearly budget forms for office supply needs and from requests submitted by certified personnel. Type purchase orders as approved by district budget. Acknowledge materials as received.
2. Assist in maintaining a complete and systematic set of records of financial transactions of the elementary school. The following are some financial duties assigned: Student Fees, Field Trip Fees, Monthly Budget Report, Activity/Imprest Account, Payment Plans, Credit Card payments, Payroll, Check Requests, All purchase orders, supplies & check in, Daily Bank Deposits, and Extended Day Kindergarten and Early Childhood payments.
3. Assist in reconciling cancelled checks with bank statements and verify bank balances
4. Create and revise forms as necessary to maintain accurate information and aid in the efficient compilation of same
5. Maintain supply inventory and needs for certified and noncertified
6. Collect textbook rental fees and insurance fees and maintain an accurate accounting thereof
7. Keep record of absences of certified and noncertified personnel and prepare Report of
8. Employee Absence as needed. Keep record of substitutes for certified and noncertified personnel and prepare payroll statements as needed. Maintain a record of sick days, personal leave days and leave without pay used by certified and noncertified personnel.
9. Assist in distributing annual Student/Parent Handbook
10. Maintain Special Education files and schedules such as staffing schedule and staffing invitations
11. Distribute and manage copy cards to staff, student teacher, and any long term substitutes
12. Manage substitutes for the building through the use of AESOP
13. Maintain book room supplies
14. Manage and enter new hire paperwork, such as setting up the new staff member email request
15. Conduct school tours for interested families and students.
16. Manage and count milk money and all reports for lunch services
17. Manage maintenance, technology, and MLWork orders
18. Manage communication with technology for wifi access
19. Manage end of the year check out procedures, including building inventory
20. Collect and manage district-required paperwork for staff (ie. GCN certification, Flexible spending forms)

Kaneland Community Unit School District #302
47W326 Keslinger Road
Maple Park, Illinois 60151

21. Create and assist with the development and delivery of communications to staff, parents and the community
22. Prepare and process correspondence for the Principal.
23. Compile and mail student records and school-related items as needed
24. Perform other duties as assigned

Secondary Tasks and Responsibilities:

1. Keep accurate monthly attendance records and enrollment count for grades EC – 5 and prepare monthly reports.
2. Compile and maintain birth certificates as required by Public Act 84-1430.
3. Maintain office filing system and student records.
4. Process all student records requests, including 5th grade to middle school and students to new schools.
5. Collaborate with Principal to create recurring staff communication.
6. Update school Google calendar, virtual backpack posts, and social media.
7. Place and receive telephone calls and record messages
8. Meet and greet all visitors to the building and use RaptorWare for check in
9. Manage SWIS reports for the principal
10. Handle student absence line calls and create daily absence list.
11. Maintain staff workroom supplies.
12. Distribute mail for the staff.
13. Manage maintenance, technology, and MLWork orders
14. Register students throughout the school year and assist in class placement and homeroom list.
15. Assist in registering students and creating class placement and homeroom lists
16. Conduct school tours for interested families and students.
17. Assist in running year-end reports.
18. Manage student bus notes and communication with Transportation.
19. Manage and update the room assignments, the map, directory, and mailbox signage
20. Assist Elementary Office Secretary with job duties as assigned
21. Perform other duties as assigned