

DISTRICT 112 – THE SCHOOLS OF EASTERN CARVER COUNTY

Position Description

SECTION I: GENERAL INFORMATION

Position Title: <i>Principal's Secretary</i>	Department / Building: <i>Administration / Bluff Creek Elementary</i>
Reports to: <i>Building Principal</i>	FLSA Status: <i>Non-Exempt</i>
Band/Grade/Subgrade: <i>B-2-2</i>	Bargaining/Work Unit: <i>MSEA - Clerical</i>
Position Last Updated:	Next Position Description Update:

SECTION II: JOB SUMMARY

To support elementary principal with the day to day duties including student enrollment, scheduling and managing the principal's calendar.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Clerical Assistance to the Principal</i>
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

- Type letters/memos/newsletters and other documents as assigned
- Create/draft correspondence
- Creation of confidential staff and student documents
- Sort/distribute principal's mail
- Assist principal in calendar management
- Manage phone calls to principal in his/her absence
- Provide accurate information to callers
- Prepare State and Federal Reports (STARS, etc.)
- Coordinate and prepare staff and student handbooks

Duty/Responsibility No:	2	Statement of duty/responsibility: <i>Manage Work Assignments in School Office</i>
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

- Assure the smooth operation in the day-to-day function of a busy office.
- Track purchase order creation/acceptance process
- Manage office staff schedules of breaks, lunch, vacation, etc.
- Manage petty cash accounts
- Assign office duties
- Available to assist in screening and recommendations of additions/replacement of office clerical staff

- Coordinate parent/teacher conferences

Duty/Responsibility No:	3	Statement of duty/responsibility: <i>General Office Functions</i>
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

- Phone response
- Reception of visitors
- Staff clerical assistance
- Maintain accurate attendance data
- Enter student data on the Skyward and Infinite Campus software

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Accuracy at 60 wpm
- Computer literacy
- Word processing skills
- Spelling accuracy
- Proper use of grammar
- Knowledge of letter/memo/document format
- Ability to maintain confidentiality (Data Privacy)
- Evidence of excellent human relations skills especially the ability to be a team player
- Prioritization skills
- Ability to delegate to others appropriately
- Ability to meet deadlines
- Attention to detail
- Ability to mediate conflict
- Basic bookkeeping skills
- Knowledge and ability to use email
- Pleasant phone manner
- Ability to defuse angry callers/visitors
- Positive attitude
- Personal integrity and dependability
- Ability to create student data reports
- Pleasant manner with children and adults
- Service orientation
- Regular attendance
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief statements of District 112.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

SECTION VI: EXPERIENCE REQUIREMENTS

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.