

**Job Title:** Secretary to Principal

**Wage/Hour Status:** Nonexempt

**Reports to:** Principal

**Pay Grade:**

**Dept./School:** Assigned Campus

**Date Revised:**

**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 word processing and file maintenance skills

Effective organizational, communication, and interpersonal skills

Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

**Experience:**

Three years secretarial experience, preferably in public education environment

**Major Responsibilities and Duties:**

**Records, Reports, and Correspondence**

1. Prepare written correspondence, forms, schedules, or reports using personal computer.
2. Prepare instructional materials, meeting agendas, honor rolls, graduation lists, and campus communication as requested, using personal computer.
3. Maintain a daily teacher attendance log and records for substitute teachers.
4. Monitor and process personnel time records including leave requests and reports. Compile information and submit to central office according to established deadlines.
5. Maintain school calendar of events.

**Reception and Phones**

6. Schedule meetings and appointments and maintain calendar for principal.
7. Assist students, teachers, and parents as needed.
8. Receive incoming calls, take reliable messages, and route to appropriate staff.

**Files**

- 9. Maintain physical and computerized files including mailing lists, student records, visitor logs, and office communication.
- 10. Update handbooks, policy manuals, and other documents as assigned.

**Accounting and Inventory**

- 11. Perform routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records.
- 12. Prepare and process purchase orders.
- 13. Receive, store, and issue supplies and equipment.
- 14. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity checkbook(s) and ledger(s).
- 15. Assist with coordination of faculty meetings and campus activities.
- 16. Assist with campus budget preparation.
- 17. Maintain inventory of fixed assets, equipment, and supplies.

**Other**

- 18. Sort, distribute, or deliver mail and other documents.
- 19. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
- 20. Maintain confidentiality.

**Supervisory Responsibilities:**

Monitor the work of campus secretaries and clerical aides.

**Equipment Used:**

Personal computer, 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; prolonged use of computer.

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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.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_