

Principal Secretary - Elementary School

Job Description



Job Title: Principal Secretary - Elementary School **FLSA:** Nonexempt
Reports to: Campus Principal **Pay Grade:** Clerical/Para 5
Dept./School: Assigned Campus **Calendar Days:** 226
Revised: 9.26.2025

Primary Purpose

The Elementary Principal Secretary ensures the efficient operation of the school office by providing clerical and administrative support to the principal and staff, while also performing financial and bookkeeping tasks to maintain accurate records of funds, budgets, and inventory.

Qualifications

Education/Certification:

- High School Diploma from an accredited School or GED, some college preferred

Special Knowledge/Skills:

- Proficient keyboarding and file maintenance skills
- Ability to use software to develop spreadsheets, databases, and do word processing
- Ability to maintain accurate and auditable records
- Knowledge of basic accounting principles
- Ability to follow verbal and written instructions
- Ability to perform a variety of tasks often changing assignment on short notice
- Effective organizational, communication, and interpersonal skills

Experience:

Minimum three years successful secretarial/clerical experience

Major Responsibilities and Duties

1. Prepare campus communications, correspondence, forms, manuals, reports, purchase orders, and payment authorizations following district standards, and prepare instructional materials as requested
2. Maintain a daily teacher attendance log and substitute teacher records, monitor and process time records including leave requests, and submit required information to central office
3. Maintain the school calendar of events and schedule meetings and appointments for the principal
4. Compile, maintain, and file all reports, records, and student documents according to established procedures
5. Receive incoming calls, take reliable messages, route to appropriate staff, and assist students, teachers, and parents as needed
6. Collect, record, and manage funds (e.g., student fees, donations, and activity funds) and prepare cash deposits, maintaining activity check registers and ledgers
7. Assist with campus budget preparation, track expenditures, and process purchase orders, including managing the receipt, storage, and distribution of supplies and equipment

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8. Maintain inventory of fixed assets, equipment, and supplies
9. Assist with planning, preparation, and setup of faculty meetings and campus activities
10. Sort, distribute, and deliver mail and other documents
11. Administer medication to students, check temperatures, and notify parents of student illness in the nurse's absence
12. Demonstrate dependability and punctuality, follow district and building policies, and maintain a professional, cooperative, and positive attitude
13. Assume other duties as assigned

Supervisory Responsibilities

Monitor the work of campus secretaries and clerical aides.

Evaluation

The evaluation of the Principal Secretary is a responsibility resting with the Principal. An evaluation shall be completed in writing at least once during the course of the school year.

Work Environment

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.