

POSITION TITLE:	Grade Level Principal Secretary	FSLA:	Non-Exempt
LOCATION:	Maltby Intermediate School	GROUP:	BESPA
REPORTS TO:	Principal, Maltby	UPDATED:	April, 2026
SALARY/BENEFITS:	\$18.93 - 24.94/hour, per 26/27 BESPA Contract	SCHEDULE:	10-month (208 days)
Division/Classification:	Division 5 / Class 2		M-F, 8:00 - 4:30 pm

COMMUNITY AND SCHOOL DISTRICT DESCRIPTION

The Brighton Area Schools is an award-winning school district housed within the flourishing community of Brighton, Michigan. Brighton is a vibrant community with a quaint downtown that is filled with restaurants, shops and community spirit. We are blessed as a school district to be part of this community and their unwavering support for our schools. The school district has approximately 6,000 students.

EDUCATION AND EXPERIENCE

1. High School Diploma or General Education Degree (GED).
2. Successful completion of clerical skills testing, per BESPA contract, or Minimum five (5) years experience in office, department, or operations management.

QUALIFICATIONS/SKILLS

The requirements listed below are representative of the knowledge, skill and/or ability required

1. Ability to serve students, staff and the public in a professional, friendly, and confidential manner.
2. Self motivated and willing to learn.
3. Working knowledge of Google Suite, Microsoft Office, and email applications.
4. Ability to learn software and web-based programs as needed.
5. Able to enter, organize, and arrange statistical data with a high degree of accuracy.
6. Excellent verbal communication skills, including telephone manners.
7. Ability to organize and facilitate an efficient office, including supply rooms/spaces.
8. Ability to establish priorities, meet deadlines, and work well under pressure.
9. Ability to successfully handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism with minimal supervision.
10. Ability to perform duties with adherence to District Requirements and Board policies.
11. Must work well with others in a collaborative team atmosphere, while maintaining a positive and professional attitude.
12. Ability to operate office equipment.
13. Regular, predictable attendance.

SECRETARIAL RESPONSIBILITIES (POSITION SPECIFIC)

The list is meant to be representative and not all encompassing.

1. Verify parent/guardian identity for student pick-up and/or volunteering.
2. Special event/program assistance, as assigned.
3. Record and maintain daily attendance records. Document all parent calls/emails from attendance lines. Greet students and log attendance in MiStar with the correct attendance codes for any student coming late or leaving early. Daily attendance report generation and tracking of excessive absences and tardies.
4. Coordinate/Maintain/Assist in processes and records including the following areas: master calendar, registration packets, report cards, locker assignments, building staff directory, assisting with end of year check out, etc.
5. Update and maintain student records, including attendance data, incoming/outgoing student record needs, emergency cards for students and staff, health department reporting, and CA-60 files.
6. Provide assistance with Count Day requirements.
7. Back up Absence Management in Frontline including:
 - a. Reconciling staff absences
 - b. Entering vacancies for substitutes
 - c. Reconciling substitute assignments
8. Organize the office as needed including taking inventory and ordering supplies.
9. Managing scheduling and set-up needs for the building including:
 - a. Maintaining calendars
 - b. Room reservation requests
 - c. Special event requirements
10. Assist with Picture Day, as assigned.
11. Maintain building marquee, as assigned.
12. Assist with yearly drills including fire, shelter-in-place, etc., as assigned.
13. Cover the office during lunch and break times for the Principal's secretary.

SECRETARIAL RESPONSIBILITIES (GENERAL)

The list is meant to be representative and not all encompassing.

1. General word processing, copying, filing and receptionist duties.
2. Communicate effectively and diplomatically with all members of the school community, including administrators, staff, students and parents – in person, via telephone, and email.
3. Sort and process mail/deliveries and phone messages.
4. Prepare school/department and program communications, under the direction of Administration.
5. Provide basic first aid for students and assisting with medical needs, including administering medication per guidelines, contacting medical staff, administrator, or parents as applicable.
6. Maintain confidentiality, including the handling of documents in an appropriate manner.
7. Abide by all applicable statutes, rules, regulations and policies.
8. Organize and maintain staff forms, records, miscellaneous documents, & student records, while adhering to FERPA regulations.

9. Keep supervisor informed of status of work tasks and any exceptions to standard operating procedures.
10. Alert administration of any concerning calls/comments.
11. Create and follow through with Tech Help/Work Orders and Field Trip requests [POSITION SPECIFIC] for staff and Administration.
12. Recognize and assist students, parents, staff, and community members while they are waiting in the office.
13. Maintain emergency management documentation, as directed.

ADDITIONAL DUTIES

- Performs other duties as assigned by the Maltby Principal or designee

ESSENTIAL FUNCTIONS

The following duties and responsibilities are deemed to be "essential functions" in terms of the Americans With Disabilities Act or ADA. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully; an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

LANGUAGE SKILLS

- Ability to communicate effectively with parents, staff, administration and support services.
- Ability to communicate clearly, both orally and in writing.
- Ability to read, analyze and interpret information.

TECHNICAL SKILLS

- Ability to integrate technology into the everyday work flow is necessary.
- Ability to utilize District technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the District.
- Ability to use computer technology for research, data management, communications and other instruction.
- Ability to use a personal computer (PC) or MAC in a networked environment to utilize the Internet and other electronic communications mechanisms.
- Knowledge of productivity applications such as Microsoft Office (word processing, spreadsheets, database and presentation software) is required.

MATHEMATICAL SKILLS

- Ability to apply the concepts of basic math, algebra and geometry consistent with the duties of this position.

REASONING ABILITY

- Highly proficient in subject areas of: reasoning, problem solving, organizational dynamics, and emotional intelligence.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Exhibit a high level of professionalism with the ability to handle confidential information, use good judgment, plan and handle complex projects, and maintain a flexible attitude.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

INTERPERSONAL SKILLS

- Ability to build rapport with others and to serve a diverse population.
- Ability to take initiative; work well with others as a collaborative team member and exhibit good communication skills.
- Ability to work effectively and collaboratively with other departments, agencies, and individuals.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 35 pounds such as books and teaching material. Specific vision abilities required by this job include close vision, distant vision and the ability to adjust focus. The position requires the individual to meet multiple demands from several people.

ENVIRONMENTAL ADAPTABILITY

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is directly or indirectly responsible for the safety and well-being of students. The employee is exposed to contagions at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job. The employee will be exposed to an array of scents.

FUNCTIONS OF JOB DESCRIPTION

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. Brighton Area Schools retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment. This position description is not a contract for employment.

Brighton Area Schools is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Brighton Area Schools does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

Inquiries regarding non-discrimination policies should be directed to the Assistant Superintendent of Human Resources.