

Elkhart Community Schools
Position Description

Position Title:	Secretary to the Middle School Principal		
Qualifications:	<i>Required:</i> High school diploma or equivalent, previous office experience. Excellent computer skills; ability in organization and prioritizing; ability to communicate effectively, both orally and in writing; work collaboratively and cooperatively; and handle confidential information. Ability to handle situations under pressure and meet deadlines. Ability to cope with frequent interruptions while completing multiple tasks. Demonstrated accurate document preparation, record keeping, and data entry experience; Must maintain good public relations in working with school personnel and the public. <i>Preferred:</i> Ability to speak Spanish and experience working in an urban school setting. Previous office management experience.		
Department:	Building		
Reports to:	Principal		
Prepared by:	Secretarial Committee		
Approved by:	W. Douglas Thorne		Date: 11/7/2022

SUMMARY: The role of the Secretary to the Middle School Principal is to effectively and efficiently perform the secretarial duties assigned by the building principal. Serve as the point of contact for matters pertaining to building staff, students, and parents, in the absence of the building administrator. (It would take one school year to complete the cycle of secretarial responsibilities.)

ESSENTIAL DUTIES AND RESPONSIBILITIES (*Other duties may be assigned*):

1. Direct the work of all secretaries, paraprofessionals and office assistants, student office helpers and other non-certified staff designated by the Principal.
2. Assist in the orientation of new staff members.
3. Maintain accurate records, collect and deposit money for extracurricular accounts. Keep records on budget accounts for every department.
4. Compose, transcribe, type, copy, duplicate materials and correspondence for administration.
5. Keep complete and accurate files of all official school business transacted through the Principal's office.
6. Keep accurate records, bi-weekly, and prepare classified and certified payroll.
7. Manage the substitute system, record and reconcile payroll, and assist in the orientation of substitutes to the building.
8. Oversee the sorting of all incoming school and U.S. mail; screening the Principal's mail.
9. Supervise the typing, collation and distribution of the All-School mailings.
10. Monitor and maintain areas of office equipment.
11. Greet all students, visitors, parents, sales representatives, community personnel and members in an effective and appropriate manner.
12. Assist in making school appointments for the Principal and Counselors, as directed.
13. Assure proper receptionist techniques that office clerical staff employ, such as with calls, visitors, parents and sales representatives.
14. Receive administrative telephone calls when requested or necessary, and take messages.
15. Assure proper answering techniques of all secretaries and aides, and handle "problem" calls which may be received.

16. Answer and properly channel questions and concerns of students, staff and community to responsible staff.
17. Maintain decorum in the office with students referred for disciplinary action.
18. Receive emergency calls and refer them to the proper administrator, or otherwise treat them responsibly.
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20. Assist in administering immediate first aid for minor problems, with follow-up when necessary, to the parent, hospital, ambulance and any other necessary calls. Take appropriate action in working with the ill and/or injured students or staff in the absence of the school nurse.
21. Maintain appropriate confidentiality in all matters.
22. Exhibit regular and timely attendance.
23. Other duties as assigned and required for the successful operation of the building and Elkhart Community Schools.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Terms of Employment: School-year employee. Salary and fringe benefits as per board policy.

Evaluation Process: Secretary to the Middle School Principal will be evaluated annually by the Building Principal

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience: *Required:* High school diploma or equivalent, previous office experience. Excellent computer skills; ability in organization and prioritizing; ability to communicate effectively, both orally and in writing; work collaboratively and cooperatively; and handle confidential information. Ability to handle situations under pressure and meet deadlines. Ability to cope with frequent interruptions while completing multiple tasks. Demonstrated accurate document preparation, record keeping, and data entry experience; must maintain good public relations in working with school personnel and the public. *Preferred:* Ability to speak Spanish and experience working in an urban school setting. Previous office management experience.

Language Skills: Ability to read and interpret documents such as computer software manuals and procedure manuals. Ability to write procedures for employees and communications to employees. Ability to communicate with employees to train.

Mathematical Skills: Ability to add, subtract, multiply and divide all units of measure, using whole numbers and decimals. Ability to compute rate, ration, and percent.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skill and Abilities: Experience working with computers is necessary. Windows and Google tools training/experience is preferred. Ability to establish and maintain effective working relationships with

students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to maintain confidentiality.

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 essential functions.

While performing the duties of this job, the employee is continuously required to sit, stand, walk, use hands to finger, handle, or feel objects; operate computers and other office machines and equipment; talk and hear on the telephone and in other interactions.

The employee must frequently lift and move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. There are no environmental hazards indicated for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee will travel between facilities and financial institutions through outside weather conditions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.