

**EUCLID CITY BOARD OF EDUCATION
JOB DESCRIPTION**

Position:	Principal Secretary PK-12
Reports to:	Principal
Employment Status:	Regular/Full-time Grade 2
FLSA Status:	Non-Exempt
Description:	Provide clerical assistance to the Principal to assure the smooth and efficient operation of the school office so that the students receive the maximum positive impact of the educational process.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Clerical, filing and telephone work in the office
- Assists with the duplication of materials
- Classifies, sorts and files correspondences or other data
- Types a variety of material such as letters, reports, memos, requisitions, etc. and proofs to ensure accuracy
- Receipts and distributes mail
- Maintain respect and discretion at all times for district information
- Prints forms, brochures and booklets as directed
- Performs routine office duties
- Assists other secretaries, as requested by the administration
- Welcomes and directs visitors; schedules screenings and playbased assessments (ELC only)
- Places/receives telephone calls and records messages as needed
- Assist with correspondence for the opening and closing of building each year
- Orders all building room keys; collects all keys at the end of the school year
- Prepares all building work orders
- Maintains emergency information on all building staff
- Maintains a log of visitors, early dismissals, volunteer tutors, as well as faculty when leaving the building
- Responds appropriately to requests for information, as directed by the administration
- Types, verifies and distributes the building budget and activity accounts; prepares/submits building requisitions
- Maintains a variety of student information and coordinates the transfer of this information between the various departments; i.e. Instructional Technology and Student Affairs
- Maintains all electronic student files (filing report cards, test scores, referrals, etc)
- Collects and prepares monies for deposits for student activity fund, field trips, book fairs, fees, United Way, student pictures, fundraiser, tuition payments (ELC only),etc.
- Maintains a log and reports fire drills to the Superintendent's Office
- At the Elementary level, assists with ordering and selling gym clothes and with student attendance, lunch counts, breakfast counts and tardy students
- Assist with student testing as requested, including but not limited to, ordering, preparation, scheduling, distribution, collection, monitoring and submission of state/district assessments
- Acts as voter registrar for the building
- Coordinates activity fund accounts in conjunction with the Treasury Department
- Maintains AESOP for attendance (Main Office at the High School)
- Prepares print orders for school forms for the next school year
- Assists and prepares the school's handbook
- Works cooperatively with the PTA and assists with their fundraisers
- Help schedule student teachers, field experience students and student observations
- Secures information from teachers to maintain a sub file to distribute to sub teachers (Main Office at HS)

Other Duties and Responsibilities:

- Interact in a positive manner with staff, students and parents
- Make contacts with the public with tact and diplomacy
- Work in collaboration with outside agencies (ELC only)
- Promote good public relations by personal appearance, attitude and conversation

- Demonstrate regular and punctual attendance and positive work ethic
- Perform other duties as assigned by the Principal or Assistant Principal

Qualifications:

- High school diploma or general education degree (GED)
- Clerical experience required
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Basic knowledge of secretarial practices and procedures and the ability to utilize independent judgment with accuracy
- Working knowledge and understanding of federal guidelines on preschool programming (ELC only)
- Ability to communicate ideas and directives clearly and efficiently, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others
- Organizational and problem solving skills
- Proficient in all aspects of Word and Excel
- Proficient on skills test
- General bookkeeping skills
- Ability to handle a multitude of tasks simultaneously and in a timely manner

Equipment Operated:

- Telephone
- Computer/Printer/Scanner
- Calculator/adding machine
- Copy machine/fax machine
- Motor vehicle
- Other various office equipment (e.g. postage meter/electric shredder/binding machine/electric hole punch)

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among children
- Operation of a vehicle in inclement weather conditions, i.e. being prepared to come to work on school days except calamity days
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Frequent interruption of duties by staff, students, visitors and/or telephone
- Occasional requirement to travel, both daily and overnight
- Occasional need to work overtime, evenings and/or weekends
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum 50 pounds

Required Testing

Clerical Skills Test

Certificates

None

Continuing Educ./Training

Public School Works annually as directed by BOE

Clearances

Fingerprint/Background Clearance

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions in the Board of Education policy regarding evaluation of support staff personnel.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: 7/1/17