

SUPPORT STAFF POSITIONS

TITLE: Building Principal's Secretary

QUALIFICATIONS: The building principal's secretary shall have a minimum of a high school diploma or its equivalent and skills for the successful performance of the tasks assigned. This applicant shall be able to type 50 words per minute and achieve at least 80% proficiency in the spelling, math and grammar tests.

REPORTS TO: Principal

JOB GOAL: To provide the necessary clerical responsibilities required for the administration of the school district in order to assure the smooth, efficient operation of the school office.

PERFORMANCE RESPONSIBILITIES:

1. Act as receptionist in answering telephone and greeting visitors.
2. Arrange appointments and screen visitors to office.
3. Type and proofread correspondence.
4. Organize and maintain a filing system.
5. Assist in the preparation of a variety of education reports and research documents.
6. Operate office machinery.
7. Maintain confidential nature of all school related matters.
8. Perform necessary functions unique to the particular secretarial position for which employed.
9. Keep all information up-to-date in computer.
10. Keep abreast of all computer updates and in-services.

(ELEMENTARY ONLY)

- (a) Take care of checking in all materials, books, etc., received during the summer.
 - (b) Prepare as needed for student registrations and orientations.
 - (c) Prepare and aid P.T.C. with publications, programs, etc., throughout the year.
 - (d) Compiling and completing budget by due date.
 - (e) Handling all purchase orders.
 1. Typing
 2. Invoices
 3. Expenditures/spread sheet
 - (f) Take care of all needed purchases throughout year as requested by teachers and administrators.
 - (g) Maintain attendance records on all students and complete monthly attendance reports as well as keep accurate records on all faculty and staff.
11. Perform other duties as assigned by the designated supervisor and/or principal.
 12. Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

TERMS OF EMPLOYMENT:

Employment will be on an at-will basis for 12 months with two weeks vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation and/or personal leave. Each secretary will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate.

Eight hours will constitute a workday. The Assistant Superintendent will establish a definite daily schedule.

The yearly salary will be disbursed in twenty-four (24) equal payments.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support staff personnel.

Approved: April 5, 1982
Approved: August 21, 1989
Revised: June 19, 2000
Revised: March 17, 2003
Revised: May 15, 2006
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Fort Zumwalt School District, O'Fallon, Missouri