

JOB DESCRIPTION

JOB TITLE:	Secretary - Principal- Elementary School	PAY GRADE: 205
REPORTS TO:	Principal	WORK DAY: 220 Days
DEPT/SCHOOL:	Assigned Campus	DATE REVISED: 12/2025
WAGE/HOUR STATUS:	Nonexempt	Hours: 8 Hours

PRIMARY PURPOSE:

Facilitate the efficient operations of the school administrative office and provide clerical services for the school's administrative staff.

QUALIFICATIONS:

Minimum Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

Effective organizational skills
Detail oriented and accurate
Proficient bookkeeping skills
Ability to communicate effectively
Ability to use computer, 10-key calculator, printer, scanner and fax machine
Excellent computer skills, including the use of software applications such as MS Word and MS Excel
Effective interpersonal and telephone etiquette skills
Excellent secretarial skills
Bilingual Preferred

Minimum Experience:

One to three years of secretarial experience preferred; preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist in planning and coordinating school social events.

MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:

2. Assist students, teachers, and parents as needed.
3. Receives all incoming calls for the principal and takes reliable messages.
4. Schedule parent and teacher meetings for the principal.
5. Sort, copy, deliver, and file documents for the principal.
6. Prepare and maintain computer input of student activity and campus budget monies.
7. Prepare deposit slips and enter cash receipt activity for money received.
8. Maintain accurate, detailed, and verifiable financial transactions.
9. Enter requisitions, receive orders, and submit invoices for payments of purchases made by the campus.
10. Maintain the required files for the Principal with confidentiality.
11. Must maintain a working cell phone.
12. Performs other related duties as assigned.

EQUIPMENT USED:

Fax machine, computer, copier, and scanner

WORKING CONDITIONS:**Mental Demands:**

Reading, ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress. Demonstrate originality and initiative, ability to adjust to conflicting demands.

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of the computer
Works with frequent interruptions
Regular attendance

The foregoing statements are intended to 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.

Approved by _____ Date _____

Reviewed by _____ Date _____