

HARRISON SCHOOL DISTRICT TWO
ESP POSITION JOB DESCRIPTION

Job Title: Principal's Secretary
Prepared Date: January 9, 2006
Work Year: 220 days
Department: Elementary and Secondary Schools
Reports To: Principal

SUMMARY Support the efficient operation of the school office by providing various clerical and administrative services in a professional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES vary from school to school and may include all or part of the following. Other duties may be assigned. *Please note that the percentages listed are averaged.*

- D 17% Monitor and process all expenditure from the general fund and executory/activity accounts including deposits, Quickbook data entry, warehouse orders, bill payment, etc. Complete other miscellaneous duties including receive/process orders, answer questions and perform general record keeping duties. Reconcile p-card statements, maintain petty cash fund, complete quarterly sales tax reports. Oversee the financial activities of the special tuition program including receive payment, issue receipts, forward deposits to district office, maintain ledger and follow up on delinquent accounts.
- D 15% Type/word process and operate office equipment to produce business correspondence including memos, letters, newsletters, accountability reports, emails and other documents. Create/update the calling tree, staff roster, course master, team configurations, staff & student handbooks and staff evaluations and observations.
- D 15% Ensure daily functions of the school office are completed by assisting the principal troubleshooting office equipment and/or calling in for service, keeping an inventory of related office supplies, developing schedules for front office staff, providing coverage where needed, screening calls to the principal and maintaining a positive work environment. Monitor playground during recess. Perform annual inventory of office equipment.
- D 10% Plan, organize and supervise various school events including meetings, assemblies, Honor Roll programs, staff recognition and other miscellaneous events to include procurement of gifts and food for staff and honor students.
- D 8% Follow district policy/procedures regarding staff attendance, request substitutes, process related absence forms, provide account numbers or route to appropriate department and assist in obtaining class coverage when substitutes are not available. Compile, locate and retrieve emergency Lesson Plans, generate attendance sheets and brief substitutes.
- D 6% Assist parents with registration and withdrawal of students. Maintain and follow district policies regarding student records and student information database.
- D 5% Provide coverage in the health clinic when the Nurse/Health Aide is part-time or during lunch or other breaks. Maintain log of students visiting the clinic, administer and log medication, administer first aid, care for sick children and contact parents as needed.
- D 5% Greet and relate to patrons, colleagues, visitors and students. Serve as receptionist including: receive and route calls/messages; screen unexpected callers; and assist visitors (i.e. answer questions, provide directions, etc.) Process and distribute mail. Oversee after-school activities including providing information to parents, locating students in building, processing related staff paperwork.
- D 5% Complete accurate daily attendance records including place and receive phone calls, complete attendance data entry, maintain log of early releases and tardies and generate related reports.

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- D 5% Perform various duties involving student discipline including enter student discipline data, mail home forms, contact parents and monitor, assist and obtain work for students. Perform various duties involving student academic achievements/standing to include generating and mailing letters to parents and generating various reports to teachers and counselors.
- D 3% Assist the principal by completing various human resource activities including scheduling interviews, assist with interviews as needed and process the appropriate district forms related to employee employment.
- A 2% Perform district required activities to complete the October Count, verify military cards and attendance forms and generate related reports.
- Ongoing 4% Perform other duties as assigned.

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 the essential functions.

EDUCATION AND TRAINING High school diploma or equivalent.

EXPERIENCE Two to three years secretarial/clerical experience in an office environment.

SKILLS, KNOWLEDGE, & EQUIPMENT Basic computer knowledge including word processing, typing and bookkeeping skills. Must be able to troubleshoot office equipment.

CERTIFICATES, LICENSES, & REGISTRATIONS CPR and First Aid preferred.

SUPERVISION/TECHNICAL RESPONSIBILITY This job has no supervisory responsibilities. Acts a lead for other clerical staff to ensure the daily functions of the office are completed. This position acts as a resource for teachers, students, principals, other staff and district patrons.

JUDGMENT AND DECISION MAKING Work is assigned by self and principal. This position requires the judgment to prioritize and organize the urgency of tasks in a busy office environment. Work is guided by District policies and procedures. Decision making sometimes requires collaboration with the principal and other individuals within the district. Supervisor is always involved in decision making.

SAFETY TO SELF AND OTHERS Low exposure to self to paper cuts and bruises due to typical office environment. Medium exposure to self to repetitive motion stress due to keyboarding. Medium exposure to self to disease due to handling bodily fluids.

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to analyze, copy, coordinate, compute, synthesize, and compile. Occasionally required to compare, instruct, evaluate and negotiate.