



POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Principal Secretary	Department: Principal's Office	Bargaining Unit: Educational Secretaries Association
Immediate Supervisor: Building Principal	Comparable Worth Rank: B22	FLSA Status Job Description Non-Exempt #304.21

Job Summary:

This job description encompasses a variety of individual positions responsible for providing a variety of administrative and secretarial support functions for a Building Administrator and may vary from building to building. In addition to providing administrative support to the Principal, positions assigned to this classification perform such representative tasks as serving as a lead position within the office delegating assignments and coordinating office needs/projects/priorities; demonstrate an understanding of all building support functions; serving as a liaison between building staff and the public; performing a variety of recordkeeping and database management activities; coordinating the Building Administrator's schedule, appointments and correspondence; assisting in the monitoring of building budgets and preparing purchase orders; coordinating and making arrangements for special events/projects within the building.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides support to the building administrator. 30% B2
 - a) Attends daily Administrator/Secretary meetings to prioritize daily activities, divide and delegate workload between staff.
 - b) Schedules and maintains the Principal's calendar.
 - c) Screens incoming calls, schedules appointments, and directs individuals to appropriate persons, as needed.
 - d) Proofs, edits and prepares correspondence and documents for the Building Administrator. Files and maintains correspondence files.
 - e) Cross-trains staff in duties to assure a smooth transition during absences and general coverage.
- Performs a wide variety of recordkeeping and building level database management responsibilities. 30% A1/B2
 - a) Updates, maintains and enters student and staff information into Infinite Campus such as student enrollments, staff assignments, household information, courses/sections, rosters and class lists, special education information, ELL information, census information, attendance data, parent portal updates, report cards, etc.
 - b) Assists the building administrator in building the master schedule.
 - c) Creates and builds ad hoc reports from queries and data extracts from databases.
 - d) Maintains permanent records. Updates permanent records for incoming students. Transfers all incoming credits and affixes test scores.
 - e) Creates and processes purchase orders and monitors building budgets in SMART Finance. Collects, counts, and deposits student activity monies. Processes PTO/PTA reimbursements to the District.
 - f) Requests substitute teachers online via AESOP. Monitors daily substitute activity; prepares for and greets substitutes; verifies substitute hours and provides payment codes for payroll department.
 - g) Assists Administrator in tracking disciplinary incidents and maintains disciplinary records online.
 - h) Extracts attendance data; tracks attendance and sends attendance letters.
- Serves as a liaison between staff members, students, parents, bus companies and the public providing general information and conveying information on building rules, policies, programs and activities. Performs various customer

service and public relation activities for the building. 15% A1/B2

- a) Greets and directs visitors to the building. Provides building tours for new families. Addressing general inquiries of the public and staff.
 - b) Assists and monitors student drop-off and pick-ups. Calls students to office for meetings.
 - c) Generates and distributes staff bulletins. Sends daily group emails to staff and parents.
 - d) Prepares and distributes informational flyers to parents regarding program updates and/or changes.
 - e) Coordinates the transfer of information between buildings, district and outside agencies, as appropriate.
- Provides general clerical and secretarial support duties and tasks such as: 10% A1
 - a) Types, prepares, compiles and/or composes reports, memos, letters, lists, rosters, labels, agendas, handbooks, staff directories or newsletters.
 - b) Prepares information packets for entrance conferences, new students, or field trips.
 - c) Collects and processes transportation requests.
 - Collaborates and works closely with other office staff in providing site and/or program support activities. 15% A1
 - a) Accepts, signs for, opens and distributes incoming mail, packages and orders.
 - b) Updates building calendar of events.
 - c) Updates and maintains meeting room schedules for the school.
 - d) Assists staff in preparing for various programs and events (e.g. music concerts, enrichment programs, science fairs, teacher conferences, fall/spring pictures, Kindergarten Round-Up, etc.).
 - e) May act as MCA and ELL testing site coordinator.
 - f) Reviews, verifies codes and submits building timesheets to payroll.
 - g) Troubleshoots problems with office equipment and machines.
 - Performs other duties of a comparable level or type, as required. N/B
 - a) May serve as a back up to health assistant in their absence.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none">• Applying and using word processing applications, spreadsheet applications and specialized database applications (e.g. MS Office, SMART FINANCE, AESOP, Infinite Campus, etc.).• Oral and written communication.• Applying department and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility.• Carrying out administrative support functions requiring attention to detail, precision and accuracy.• Fundamentals of business grammar and basic business math.• Implementing and maintaining a variety of student/staff/financial databases for the building.• Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, judgment and discretion in provide and dealing with the staff, public and district personnel.• Prioritizing job assignments for self and other office staff. Time management skills.• Performing work assignments requiring attention to detail, precision and accuracy.• Providing confidential and secretarial support to the building administrator in the preparation of correspondence, letters, parent notifications or other correspondence.
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EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING
(choose one)

DEGREE INFORMATION:

Type of degree: (B.S., M.A., etc.)

☐ less than high school diploma

☒ High school diploma or GED.

☐ 1 year college

☐ 2 years college

☐ 3 years college

☐ 4 years college

☐ 1st year graduate level

☐ 2nd year graduate level

Major field of study or degree emphasis:

Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:

- Knowledge of general office procedures and practices.
- Knowledge and skilled in office etiquette and customer service procedures and routines, and office equipment.
- Knowledge of student recordkeeping processes and operations including specialized district software (e.g. AESOP, Campus, SMART Finance, etc.) for registration, grade reporting, class scheduling, building financial records, scheduling, census data, and other student/district information.
- Fundamentals of computer operation and use.
- Familiarity with general office productivity software (i.e. word processing, spreadsheet, internet browsers, email programs, etc.).
- Building policies and procedures impacting administrative operational requirements.
- Fundamentals of bookkeeping, accounting, purchasing and budget monitoring activities.

Required Work Experience in Addition to Formal Education/Training:

A minimum of 3 years previous clerical/secretarial experience.

**LICENSE/
CERTIFICATION**

Identify licenses/certification required:

None required.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk		X			Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
<p>Physical requirements associated with the position can be best summarized as follows:</p> <p>Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job.</p>	
<p>HAZARDOUS WORKING CONDITIONS</p>	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>This is an administrative support position performing job duties and assignments in a typical district office environment where there are a minimum of environmental hazards and risks associated with performing the job.</p>

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

<p>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</p> <p>Classification History: Effective Date: July 1, 2013</p>
