

Job Description

Job Title: Secretary IV Elementary School Principal

Exemption Status/Test: Non-Exempt/Aux

Reports to: Elementary School Principal

Date Revised: 11/5/2025

Dept./School: District Wide/ Elementary School

Pay Grade: AS4 / 220A

Primary Purpose:

Provides secretarial and administrative services to the Elementary School Principal.

Qualifications:

Education/Certification:

Must possess a high school diploma or hold a general education degree (GED) certificate. Must have two years experience as a public school secretary, or three years of general clerical/secretarial experience, or 15 semester hours of college credit with some business orientation or equivalent business school background.

Special Knowledge/Skills:

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. There may be alternatives to the qualifications as the Board of Trustees may find appropriate.

Major Responsibilities and Duties:

Receives visitors and telephone calls; screens those which can be handled without principal's help.

Composes and types correspondence, memoranda, reports, forms, and similar materials in final form into the computer, and submits to appropriate entity.

Maintains principal's calendar, schedules meetings, and prepares materials for those meetings.

Processes incoming and outgoing mail.

Establishes and maintains appropriate files and other information; searches files for information.

Obtains and maintains adequate materials and supplies.

Utilizes office technology and automation to complete tasks and operates office machines such as computer, calculator, fax machine, copy machines; keeps machines in operational readiness.

Determines priorities and maintains office controls to ensure a timely accomplishment of tasks.

Distributes payroll checks and time cards.

Prepares and maintains purchase orders, professional leave forms, and reimbursements.

Updates student database and files.

Enters TTESS information, and schedules appointments and conferences.

Performs registration and withdrawal procedures for students and associated paperwork.

Prepares time card/payroll of all paraprofessional and professional personnel with appropriate paperwork to the payroll department at the end of each pay period.

Serves as financial secretary with primary responsibility for the student activity account; generates checks, receipts, bank deposits, monthly reports and audit reports.

Generates accident and burglary reports.

Initiates and follows through with maintenance requests.

Orders, maintains, and issues keys for the building.

Answers questions which require a detailed knowledge of school procedures.

Monitors substitute teacher sheets for payroll.

Assists other administrative personnel with secretarial tasks.

FOR SECRETARIES TO WHOM PEIMS-RELATED RESPONSIBILITIES ARE ASSIGNED:

- Assists District PEIMS Coordinator by entering/validating/correcting campus-level PEIMS information through the use of weekly edits, e-mail/faxed requests, PEIMS reports and on-campus verification checks.
- Attends all district PEIMS training sessions relevant to current job responsibilities and disseminates information to appropriate campus staff.
- Compiles, maintains, and files all reports, records and other attendance/registration documentation as described in Student Attendance Accounting Handbook and PEIMS Data Standards.

Performs other such tasks that may be assigned by the principal.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Ability to use peripheral devices, high level language programming concepts, data management software, and application development tools.

Posture/Physical Demands: Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear, to use hands to finger, handle, or feel, and to stand and walk. The employee is required to regularly lift and carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders.

Lifting: Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over).

Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses, as assigned. The noise level in the work environment is usually moderate.

Mental Demands: Work with frequent interruptions; emotional control under stress.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.