

SECRETARY TO THE ELEMENTARY SCHOOL PRINCIPAL

Purpose Statement

The job of Secretary to the Elementary School Principal was established for the purpose/s of providing secretarial support to school site; establishing and maintaining records; compiling and distributing materials and reports; and responding to inquiries from a variety of internal and external sources. Demonstrates support for the Vision, Mission, Beliefs and Goals of District #202. Upholds the established Board of Education policies, regulations and administrative procedures.

This job reports to Principal

Essential Functions

- Assists representatives of parent groups for the purpose of preparation, duplication and distribution of announcements or materials.
- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Compiles data (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for the purpose of preparing reports or processing requests.
- Completes all procedures related to student registration, residency requirements, transportation services, and the establishment, maintenance and transfer of student record files for the purpose of documenting and ensuring completion within established guidelines.
- Coordinates assigned projects and/or activities (e.g. proper distribution of materials to a variety of departments, arrangements for conferences, meetings, travel requirements, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Fosters and maintains a positive and effective working relationship with teachers, administrators, support staff, District staff, students, parents and the community for the purpose of adhering to the policies, regulations and administrative procedures.
- Maintains a variety of manual and electronic documents files and records (e.g. school records and files, employee records, attendance records, work orders, time sheets, expense reimbursement requests, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, equipment, curriculum materials, etc.) for the purpose of ensuring items' availability.
- Maintains professional confidentiality in all areas of responsibility for the purpose of adhering to the policies, regulations and administrative procedures.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, meeting minutes, student and staff attendance, charts, State reports, periodic and ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. time sheets, work orders, requisitions, purchase orders, travel reimbursements, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Provides basic bookkeeping services for the building (e.g. fines, fees, fundraisers, etc.) for the purpose of collecting and processing all funds collected for the elementary school.

- Provides general secretarial services for the building staff and school public, as specified, scheduled and defined by the principal for the purpose of ensuring the efficient and effective functioning of the school site.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Schedules substitute teachers for pre-arranged teacher absences (e.g. conference, workshop, trip, special event, etc.) for the purpose of ensuring availability of teachers for each classroom.
- Serves as telephone and building receptionist, and liaison between the school, community, principal, parents, staff and students for the purpose of responding to inquiries, transferring calls, and/or taking messages, and directing individuals to appropriate location with established building security procedures.

Other Functions

- Assists with sorting all incoming mail, parcels and packages for the purpose of distributing materials to appropriate parties.
- Researches assigned topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information for addressing department operations.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; customer service; effective listening; interpersonal aptitude; leadership; office practices; problem solving; recordkeeping; and guiding others.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current and emerging technology; english grammar/punctuation/spelling/vocabulary; office equipment/software; office practices; and basic bookkeeping/accounting practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; working as part of a team; working with frequent interruptions; problem solving; adaptability/flexibility; meeting schedules/deadlines; multi-tasking; organizing; reliability; taking initiative; and bilingual is desired.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency 3-5 years experience as a secretary

Required Testing

Pre-employment Physical Exam

Pre-employment TB Test

Continuing Educ. / Training

Evaluation as outlined in the PASS Negotiated Agreement

Certificates & Licenses

High School Diploma or Equivalent

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

2/11/2010

Salary Grade

Employee Signature _____ Date _____