



Position: Office Campus

Assignment: Secretary to Campus Principal - 9th/DJCC

Wage/Hour Status: Non-Exempt

Reports to: Principal

Pay Grade: AS250/226 days

Dept./School: Assigned Campus

Date Revised: Spring 2024

Primary Purpose:

Ensure efficient operation of school administrative office and provide clerical services for school's administrative staff.

Qualifications:

Minimum Education/Certification:

- High School Diploma

Special Knowledge/Skills/Experience:

- Proficient word processing and file maintenance skills
- Effective organizational, communication, and interpersonal skills
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing.
- Knowledge of basic accounting principle
- One to three years secretarial experience, preferably in a public education environment

Major Responsibilities and Duties:

- Prepare written correspondence, forms, schedules, or reports using personal computer.
- Prepare instructional materials, meeting agendas, honor rolls, graduation lists, and campus communication as requested, using typewriter or personal computer.
- Maintain a daily teacher attendance log and records for substitute teachers.
- Monitor and process personnel time records including leave requests and reports.
- Compile information and submit to central office according to established deadlines.
- Maintain a school calendar of events.
- Schedule meetings and appointments and maintain a calendar for principal.
- Assist students, teachers, and parents as needed.
- Receive incoming calls, take reliable messages, and route to appropriate staff.
- Maintain physical and computerized files including mailing lists, student records, visitor logs, and office communication.
- Update handbooks, policy manuals, and other documents as assigned.
- Perform routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records.
- Prepare and process purchase orders.
- Receive, store, and issue supplies and equipment.
- Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity checkbook(s) and ledger(s).

- Assist with coordination of faculty meetings and campus activities.
- Assist with campus budget preparation.
- Maintain inventory of fixed assets, equipment, and supplies.
- Sort, distribute, or deliver mail and other documents.
- Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
- Maintain confidentiality.

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds)
- May work prolonged or irregular hours; frequent districtwide, statewide, and out-of-state travel.
- Work with frequent interruptions, maintain emotional control under stress.

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name