



JOB DESCRIPTION

JOB TITLE	Secretary to the Principal
LOCATION	True North Academy
WORK SCHEDULE	7:00am - 3:30pm
CALENDAR LENGTH	School year – 215 days
FLSA CLASSIFICATION	Hourly – OP Level 5
HOURLY RATE	\$16.48/hour (\$28,345 annually)
BENEFITS	Paid leave days, paid holidays, retirement contributions (PERF, 401a, VEBA), life insurance and health, dental and vision insurance offerings.

JOB DESCRIPTION:

The Secretary reports directly to the True North Academy Administrator/Coordinator of Alternative Programs and is responsible for performing the following duties:

- Manage requisitions through FMS
- Collaborate on ECA reports with NC Treasurer
- Maintaining good communication and public relations daily with our school community and visitors to our building.
- Completing daily assignments that support Alternative Education. Duties include entering data, word processing, preparing and sending correspondence, answering telephones, duplicating materials on and supporting the copier, and providing clerical assistance to the Principal and other staff as needed.
- Collecting and maintaining all student record data via SKYWARD. This includes attendance, discipline, enrollment, and grades. This includes receiving and entering school data pertaining to students receiving support and services and monitoring and accounting for students sent to the office.
- Collecting current and follow up data and completing all follow-up requirements for state and local reports. This includes maintaining folders and records of all students, staff, state and local reports, grants, and partnerships.
- Acting as Liaison between the program and district schools to support communication, collaboration, and records/reports.
- Organizing, designing, and leading the production of periodic projects, student programs and activities, building meetings, student employment and community service opportunities, monthly and quarterly celebrations, and school partnerships. Including supervising students assigned to True North Academy, J. Everett Light Career Center, and North Central High School and community projects.
- Coordinating the Frontline software for substitute teachers. Preparing substitute teacher folders and materials as well as providing assistance as needed. Maintaining the daily staff absence records and collecting substitute information as outlined via Frontline. Preparing Payroll for processing.
- Issuing staff parking permits and maintaining lists.
- Acting as a relief for other staff and covering duties and supervising students as assigned.
- Assisting in designing and implementing programs for increasing and enhancing the efficiency of the office and school community.
- Performing other tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Candidate must possess a high level of problem-solving skills, self-direction, superior integrity and honesty. Candidates must also be able to communicate and deal tactfully with staff and various publics including, but not limited to: parents, students, teachers, building level and central office administrators, other township staff members, community patrons, and public and private agencies. Person must have accurate and neat technology and keyboarding skills. Bookkeeping and/or accounting skills essential. Advanced computer experience including Excel database, spreadsheet and data entry required.

PHYSICAL DEMANDS:

Seldom = Less than 25%

Occasional = 26 to 50%

Often = 51 to 75%

Very Frequent = Greater than 75%

PHYSICAL REQUIREMENT	PERCENTAGE OF TIME
Ability to stand for extended periods of time	Occasional
Ability to lift 25 pounds	Seldom
Ability to carry 25 pounds	Seldom
Ability to work at a desk, conference table or in meetings of various configurations	Very frequent
Ability to see for the purpose of reading rules and policies and other printed matter	Very frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very frequent
Ability to operate job-related equipment	Very frequent
Ability to reach in all directions	Often

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Updated: May 2025