

Principal's Secretary – Elementary

Job Description

Reports to: Principal

Location: Elementary Schools

Evaluated by: Principal

Evaluation period: Annual

Purpose of Position:

Assist the principal with the efficient operation of the school office where parents, students and staff feel welcome and safe. Responsible for organizing and coordinating office operations and procedures in order to ensure effectiveness and efficiency.

Responsibilities and Duties

- Verify attendance for all employees, hours worked, hours absent using the time and payroll systems
- Maintain student records, schedule students, and run reports in the student information system.
- Maintain student records for state IDOE including assigning new STN numbers.
- Facilitate the entering of new student information into the required academic software programs.
- Prepare end of year certificates for all 5th grade awards.
- Complete residency requirements for new or incoming students.
- Plan and oversee annual student registration in August.
- Assist with IDOE Membership (ME) report.
- Assist teachers with the registration and approval process for professional development activities
- Answer phones, assist students and staff in day to day operations.
- Help students, parents, staff members, vendors and outside/community in person, over the phone or via e-mail by answering inquiries, responding to requests and/or providing information.
- Update and maintain all staff lists and directories for principal as well as school web page.
- Collect and distribute keys to teachers at beginning and ending of school year.
- Help implement and practice all drills such as lockdown and fire drill
- Help maintain copiers and call service if necessary.
- Administer first-aid to sick and injured students when nurse is unavailable.
- Maintain confidential records and files, both manually and by use of computers;
- Perform general clerical functions (e.g. answering telephone, distributing mail, packages, supplies, copying, faxing,
- Assist principal in staff and student appreciation
- Send bills and collect monies for lost materials or overdue text fees.
- Process invoices and accounts payable checks for all funds.
- Create and process all purchase orders in the school financial software.
- Collect and receipt funds from all academic and student events (e.g. café money, field trips, fund raisers, yearbook purchases, etc.)
- Prepare bank deposits, reconcile bank statements and address any questions or issues.
- Maintain and organize all financial records for State Board of Accounts audit.
- Update the school financial software for free/reduced students.
- Order and distribute office supplies, consumables, textbooks and any other necessary equipment.
- Any other duties as assigned by the principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma or general education degree (GED); two years of related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to speak effectively with staff and parents. Ability to relate well to staff, students and parents.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to multi-task.

Other Skills and Abilities:

Must be proficient in the use of computers for various office applications. Employee should also be able to use the machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., copier, calculator, postage meter, laminator, binding machine, check folder, and other equipment as made available by the school corporation.

Terms of Employment:

212 days

Wage Rate: Starting at \$17.50

Medical and Life insurance provided

Enrollment in the State of Indiana Public Employee Retirement Fund (PERF)

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.