



Principal's Secretary – MHS

Job Description

Reports to: Principal

Location: Munster High School Main Office

Evaluated by: Principal

Evaluation period: Annual

Purpose of Position: The purpose of this position is to assist the principal in the daily functioning of the school as well as process important paperwork that must be completed throughout the year.

Responsibilities and Duties:

- Provides an accurate accounting of staff absences, substitutes, time cards for custodians, contract, and non-contract employees
- Provides secretarial and clerical support to the Principal's office, typing, filing, duplication of materials, sorting and distributing incoming mail, etc.
- Obtains and processes all of the following forms: professional development, field trips, bus, personal business, paid time off, compensation time earned, compensation time requested and vacation and claim reimbursements
- Obtains items for school board approval and sends to the district office by the due date
- Maintains the general operating fund of the school to ensure accurate accounting of receipts and disbursements
- Issues purchase orders and processes invoices related to each purchase order for payment
- Orders materials, supplies, and equipment
- Maintains records of purchase orders, invoices/ expenses; inventories and logs purchases upon arrival
- Orders instructional supplies for departments; checks and distributes items as they arrive
- Maintains and distributes faculty and staff directory
- Obtains, gathers, and organizes pertinent staff contact information to use with the School Messenger automated phone system
- Coordinates Academic Awards Night working closely with the Home School Facilitator and staff to recognize student achievement
- Works with Extra- Curricular and Co-Curricular groups and photographer to recognize first/second place winners and National Qualifiers/Winners for the MHS Wall of Fame
- Works with Principal, teachers and school bookkeeper to establish course fees for the upcoming year
- Obtains information from staff for emergency contact and summer contact
- Collects information to compose the monthly Mustang Memo and submits and posts it on the website
- Arranges new teacher orientation and assembles the new teacher manual yearly
- Obtains signature on final teacher contracts
- Coordinates and contacts speakers for Freshmen Orientation
- Prepares location map and signage for parent teacher conferences
- Informs appropriate people of monthly meetings such as, Department Chair Meetings, Principal's Advisory etc.

- Provides copies of teacher replacements, payroll dates, support staff fringe benefits, new mileage rate, master schedule, lunch supervision, teacher plan periods, non-athletic addenda, department chairs, group sponsors and other pertinent information as needed
- Assists staff with forms, equipment, etc.
- Communicates and works effectively and cooperatively with members of the school district and community
- Performs 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, purchase orders, and claims. Ability to write routine reports and correspondence. Ability to speak effectively with staff and vendors.

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 address the concerns that students, families, and staff present. Affability when directing a person to another point of contact. Understanding of who is responsible for the various functions within the high school.

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:

260 days

Wage Rate: Starting at \$19.50

Benefits: Medical Insurance, Life Insurance, Public Employee Retirement Fund (PERF) qualifying position

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