



TITLE:	Secretary, Associate/Principal and Dean of Instruction	STATUS:	Non-Exempt/At-Will
REPORTS TO:	Associate Principal/Dean of Instruction	TERMS:	223 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	PT5

PRIMARY PURPOSE:

Facilitate the efficient operation of an administrator’s office and provide clerical services for the school’s administrative office.

QUALIFICATIONS:

Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

Acceptable skills in clerical tasks, including the use of computers

Ability to successfully interact with students, parents, professional employees, and district patrons

Ability to maintain emotional control under stress

Good communication skills (verbal and written)

Organizational skills

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

Five years’ experience with clerical or related duties

At least 1 year's accounting or bookkeeping experience (preferred)

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

Essential Functions:

1. Assist associate principal and dean of instruction as needed.
2. Maintain a schedule of appointments and make arrangements for conferences and interviews. Coordinate hotel and travel reservations. Advise supervisor regarding due dates of required reports and upcoming events requiring attendance or attention.
3. Maintain a current filing system in accordance with district guidelines. Able to locate filed documents upon request.
4. Displays initiative, is self-directed.
5. Assist with the management of inventory documentation.
6. Promote an open, collegial environment among staff and develop positive staff morale.



7. Successfully interact with district employees, parents, students, and district patrons. Establish and maintain public relation efforts designed to enhance the image of the position.
8. Update handbooks, policy manuals, and other documents as assigned.
9. Perform routine bookkeeping tasks including simple math operations to maintain administrative budget records.
10. Type all written correspondence/purchase orders and properly route; prepare instructional materials, meeting agendas, honor rolls, awards, and campus communication as requested.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date