

TITLE:	Principal Secretary, Elementary	STATUS:	Non-Exempt (At-Will)
REPORTS TO:	Campus Principal/Assistant Principal	TERMS:	209 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 skill in clerical tasks, including the use of computers

Ability to appropriately communicate with staff at all levels, students, district patrons, and parents

Ability to exercise good judgment and work in an environment with frequent interruptions and competing priorities.

Good communication skills (verbal and written)

Proficiency in the usage of accounting, database software, internet software, e-mail and word processing software.

Ability to proficiently use the following programs strongly preferred: MS Word, MS PowerPoint, Publisher and Excel

Organizational skills

Bilingual, preferred

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

Experience:

Acceptable skill/experience in clerical tasks, including the computer

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. Prepare written correspondence, forms, schedules, or reports using personal computer.
2. Prepare instructional materials, meeting agendas, honor rolls, graduation lists, and campus communication as requested, using typewriter or personal computer.
3. Maintain a daily teacher attendance log and records for substitute teachers.
4. Monitor and process personnel time records including leave requests and reports. Compile information and submit to central office according to established deadlines.
5. Maintain school calendar of events.



6. Schedule meetings and appointments and maintain calendar for principal.
7. Assist students, teachers and parents as needed.
8. Receive incoming calls, take reliable messages and route to appropriate staff.
9. Maintain physical and computerized files including mailing lists, student records, visitor logs, and office communication.
10. Update handbooks, policy manuals, and other documents as assigned.
11. Collect, deposit, disperse and account for all monies in student and principal accounts in accordance with district student activity fund regulations.
12. Conduct monthly reconciliation of activity accounts and keep supervisor advised of monthly account balances.
13. Perform routine bookkeeping tasks and maintain campus budget records.
14. Prepare and process purchase orders.
15. Assist with campus budget preparation.
16. Receive, store, and issue supplies and equipment.
17. Maintain inventory of fixed assets, equipment and supplies.
18. Assist with coordination of faculty meetings and campus activities.

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