

RED LION AREA SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: SECRETARY TO THE SENIOR HIGH PRINCIPAL

STATUS: NONEXEMPT – 12 MONTHS

QUALIFICATIONS:

1. High school diploma required.
2. Such alternatives or equivalents to these requirements as the Board may find acceptable.

REPORTS TO: Senior High Principal

JOB GOAL: To provide clerical and operational assistance to the Senior High Principal.

ESSENTIAL FUNCTIONS:

1. Provide clerical, administrative, and operational support to the Senior High at the direction of the Senior High Principal.
2. Assist in the management of the building budget, including collecting and compiling budget requests from relevant departments, making adjustments and preparing a draft budget for review, completing a final budget submission, and coordinating pricing and purchase orders.
3. Manage the Senior High financial accounts, including writing checks and making deposits, reconciling bank statements, and issuing summary reports.
4. Coordinate the expulsion and expulsion waiver process and prepare all necessary documents.
5. Assist in the management of building and administrative schedules, including cycle day calendar, parent/teacher conferences, internal building and team meetings, administrative meetings, and facilities use requests.
6. Collect information and paperwork for organization and distribution, including staff leaves, homeless and homebound students, conference reimbursement requests, field trips, mileage reports, etc.
7. Draft, organize, and compile necessary reports, as directed.
8. Assist in the organization of human resources functions for the building, as directed, including the collection and review of time cards, the organization and scheduling of interviews, etc.
9. Coordinate the adult education program, as directed, including all scheduling, registration, financial management and reporting, etc.
10. Assist in the collection of lost or owed funds for all school and cafeteria accounts.

11. Manage dedicated webpage space for the Senior High.
12. Assist the Senior High Principal in the coordination, organization, and scheduling of all aspects of the District's annual commencement ceremony.
13. Assist the Senior High Principal in the coordination, organization, and scheduling of the annual Baccalaureate ceremony.
14. Manage and order office supplies.
15. Assume the duties and responsibilities of Senior High clerical staff during absences or when necessary.
16. Provide quality customer service to all faculty, students, parents, and community members.
17. Promote positive public relations through appropriate interaction with the media, parents, taxpayers, staff, and others.
18. Comply with all rules, regulations, and policies of the District.
19. Perform all other duties and responsibilities as assigned by the Senior High Principal or other supervisory personnel.

PHYSICAL DEMANDS: Constant bending, twisting, lifting, pushing, and pulling. Constantly alternating between sitting and standing. Normally does not work at heights above ten feet. Normally does not lift any object weighing more than fifty pounds.

SENSORY ABILITIES: Visual acuity.
Auditory acuity

WORK ENVIRONMENT: Typical administrative office and school environment.

TEMPERAMENT: Must possess excellent interpersonal skills.
Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to communicate effectively.
Ability to organize tasks.
Ability to handle multiple tasks.
Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess computer skills.
Ability to operate various office equipment.
Must possess superior customer service skills.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

TERMS OF EMPLOYMENT:

This position is part of the bargaining unit represented by the Red Lion Area Education Support Professionals Association. All terms and conditions of employment will be in accordance with the applicable Collective Bargaining Agreement, the board-approved contract for this position, and School Board Policy.

The information contained in this job description is for compliance with Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for the position. The individual currently holding this position performs additional duties as may be assigned.

The District may make reasonable accommodations consistent with all applicable laws and regulations, to enable individuals with disabilities to perform the non-exhaustive list of essential functions in this job description. Reasonable accommodations may only be made pursuant to an interactive process and only to the extent such accommodations do not pose an undue hardship or direct threat to the health and safety of the school community.

The Red Lion Area School District is an Equal Opportunity Employment, Educational/Service Organization.

Date Revised: April 27, 2026

Employee: _____