

RICH TOWNSHIP HIGH SCHOOL DISTRICT 227

Position Description



Job Title: Secretary to the Principal
Reports To: Principal
Category/FSLA Status: Group VIII/Non-Exempt
Terms of Employment: Twelve-month, Full-time employment.
Hourly salary as established in the CBA

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Strong oral, written communication skills, plus the ability to make decisions.
2. Familiarity with computer programs and proficient level of use.
3. Knowledge of office procedures and operation of office equipment.
4. Strong organizational skills with the ability to manage an office.
5. Strong interpersonal relations skills with ability to work with parents, teachers, students, and all staff in a positive manner with strong public relations skills.
6. Ability to complete, prioritize, and multi-task without supervision.
7. Ability to maintain confidentiality.

JOB GOALS

To assist the Principal by providing strong administrative assistant skills required to fulfill and maintain a positive, innovative educational environment for all stakeholders associated with the district.

ESSENTIAL FUNCTION OF THE POSITION includes the following. Other duties may be assigned.

1. Prepares, types and distributes correspondence, report forms, calendars, schedules, and maintains teacher evaluations for the Principal.
2. Organizes and maintains filing systems for the building.
3. Submits invoices for payment and maintains records of the Principal's budget accounts.
4. Reviews travel requests for required information, copies and files requests.
5. Maintains office equipment, orders office equipment and supplies.
6. Backs up the supply room distribution in the absence of the Cashier.
7. Run PowerSchool reports and schedules.
8. Maintains certified, clerical, paraprofessional staff attendance records.
9. Schedules and coordinates use of classrooms, conference rooms, media center, and cafeteria.
10. Maintain staff directory and emergency call list and auto-dialer system.
11. Maintain district and school forms.
12. Back up scheduling substitute teachers in the absence of the Associate Principal Secretary.
13. Maintains a rotation schedule for switchboard.
14. Coordinates and arranges annual and special events and meetings, prepares agendas, reserves facilities, and records, types and distributes meeting notes.
15. Gathers and prepares information for state reports, the school calendar, budgets, student, and parent handbooks, and distributes and submits.
16. Responsible for student academic award programs.
17. Assist the Principal with the building Crisis Management Plan and have a working knowledge of the plan.

18. Organizes the registration process, Open House, Parent Teacher Conferences, and staff check-in and checkout process.
19. Issue the staff parking sticker and maintain database.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, and use hand and fingers to operate a computer and telephone keyboard. Frequent sitting and occasional walking are also required.

FINALIZED DATE: SEPTEMBER 2014