



STILLWATER AREA PUBLIC SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: <i>Secretary – Secondary Principal</i>	Department / Building: <i>Stillwater Area High School</i>
Reports to: <i>Principal</i>	FLSA Status: <i>Non-Exempt</i>
Band/Grade/Subgrade: <i>B32</i>	Bargaining/Work Unit: <i>Technical Support</i>
Position Last Updated: <i>11/2025</i>	Next Position Description Update: <i>TBD</i>

SECTION II: JOB SUMMARY

To perform a wide variety of secretarial and administrative support responsibilities for the Principal and building faculty, with emphasis on coordination of workflow and work assignment details for the office, ensuring that all essential accountabilities are performed in a complete, accurate and timely manner.

To perform and provide more specific program support responsibilities; coordinate the planning / scheduling details for various events or activities; and complete other special projects as may be scheduled or requested.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: General Office Administrative Support and Reception
Percent of Time:	50%	

Tasks involved in fulfilling above duty/responsibility:

- Performs a wide variety of secretarial and administrative support responsibilities including, but not limited to reception of callers and visitors; materials distribution; information exchange; calendar management; mail screening and responses as delegated; formatting and composing correspondence, memos, agenda and other materials, presentations and general information for distribution.
- Coordinate and monitor progress of staff evaluations making certain that all staff is scheduled for Principal evaluation within established policy and contract timelines.
- Reviews and helps prioritize office work flow and work assignments to ensure the most effective and efficient use of available resources. Provides work direction to other office administrative support and / or paraprofessional staff as required depending on the office and building staffing.
- Monitors submission and approval of leaves for all building staff.
- Keeps the Principal informed on all work assignments of whatever nature for which responsible and alerts the Principal when help is needed or required to ensure the prompt completion of such assignments. • Serves as a primary resource for faculty and staff regarding the administrative details of programs and activities. • Develops and maintains good working relationships with all inside and outside contacts, ensuring that informational and / or materials needs are met promptly.
- Schedules and arranges building tours for families and the general community, anticipating questions regarding the

school's history, curriculum information, classroom assignments, programs provided, staffing information and building or District policies

- Orders supplies and materials as needed for building and school programs and activities.

Duty/Responsibility No:	2	Statement of duty/responsibility: Building Programs / Activities / Event Support
Percent of Time:	35%	

Tasks involved in fulfilling above duty/responsibility:

- Assists in the annual budgeting process by downloading budget documents, dividing and distributing budget data to appropriate and authorized personnel, performing various calculations, compiling final documentation and designing exhibits for use during budget presentations and discussions by others.
- Assists in managing staffing allocations and hiring.
- Monitor staff attendance and publish reports for Principal outlining staff attendance rates.
- Maintains accurate and complete building census data, ensuring that such data are promptly distributed internally to those who need the data and ensuring that the data are entered into the master database.
- Oversees the collection, reconciliation and depositing of monies from fundraisers, field trips and any other ticket / event sales.
- Oversees the scheduling and coordinating details related to major building events and activities including, but not limited to new teacher, staff and substitute orientations; various staff, student and parent events; graduation ceremonies / parties; testing; school fundraising campaigns; parent / teacher conferences; awards ceremonies; and assemblies; and various other events .
- Coordinates the initial orientation and assignments of substitutes as well as student teachers in the building. Prepares and updates substitute procedure notebooks before the beginning of each year to include daily teacher schedules, time schedules, school calendars, administrative bulletins, faculty/staff handbooks and maps of the school.
- Organizes and coordinates the issuance, recording and return of building keys for authorized users and works directly with the head building engineer to order keys and/or re-key locks within the building as necessary.

Duty/Responsibility No:	3	Statement of duty/responsibility: Bookkeeping / Records Management
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Maintains student academic, attendance and school records, ensuring data security and distributing these data only to authorized persons.
- Creates and maintains various electronic and / or hard-copy files of data and information, ensuring ready access by authorized personnel as needed.
- Monitors building budgets, coordinating effective utilization of budget allocations to meet the needs of staff and building.
- Prepares and distributes various accurate, well-documented and timely reports, as scheduled or requested.

Duty/Responsibility No:	9	Statement of duty/responsibility: Special Projects
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Organizes, coordinates and completes various special projects as scheduled or assigned.
- Performs other job-related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Excellent working knowledge of the assigned building and its programs and activities and also the skill and ability to coordinate and expedite the timely and accurate completion of all assigned work.
- Demonstrated exceptional customer service skills including outstanding conflict resolution, responsiveness and follow through.
- Ability to work in a fast-paced environment with continually changing deadlines and requests from a wide variety of sources.
- Excellent organizational, planning, group process and time management skills, and an ability to provide clear, correct answers and direction to others.
- Ability to work cooperatively with others, in a manner that builds respect and teamwork.
- Excellent working knowledge of the department, division and District programs as well as community programs and resources.
- Knowledge of and the ability to accurately apply bookkeeping procedures established at the Division or District level and troubleshoot and resolve bookkeeping problems.
- Knowledge and ability to effectively communicate through a variety of mediums.
- Ability to proof, edit and compose written documents with accuracy for format, content and mechanics. • High tolerance for stress and the ability to handle multiple and changing priorities with attention to detail and deadlines.
- An ability to work purposefully, confidently and independently within authority and responsibility parameters of the position under minimal supervision.
- Skill and ability to prioritize, assign and expedite work assignments of the secretarial work team, ensuring optimum customer service and office efficiency, through effective analysis of work flow and work direction. • Ability to assess areas of expertise of team members and utilize their technical skills to improve the performance of the entire team.
- Knowledge of the District's budgeting policies, procedures and protocols; budgeting procedures specific to the department; and the ability to effectively apply the same in budgeting support responsibilities.
- Familiarity with and ability to access and effectively communicate with a wide variety of outside contacts e.g. legislators, media, law enforcement officials, other school district administrators, community agencies and city officials.
- Ability to integrate information, data and scheduling as requested and serve as a department resource in completing special projects.
- The skill and ability to maintain assigned databases and draw requested data into report form as needed. • The knowledge, skill and ability to set up, maintain and ensure the security and confidentiality of data and information, particularly personnel-related records.
- Excellent interpersonal and organizational skills and the ability to establish rapport with students, staff, parents and outside contacts.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school education or its GED equivalent.
 - Post high school education equivalent to an associate's degree in an area related to administrative support preferred.

SECTION VI: EXPERIENCE REQUIREMENTS

- Three years experience as a secretary or administrative assistant in an office management capacity. • Experience in oversight of work direction and workflow management.
- Experience in a K-12 school setting desired.
- Extensive experience using a wide variety of computer databases, spreadsheets and word processing programs.

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values. • Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	O	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	F	Up to 25 pounds	O		
Sitting	C	Up to 50 pounds	N		
Talking in person/on the phone	C	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	F	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	C	Noise Levels		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	N	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	O			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Varying weather conditions	N
				Sight	
Distinguishing smell	N	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	C
Distinguishing temperature	N			Looking at computer monitor	F
Traveling by automobile	O			Color vision (identify & distinguish colors)	F
				Peripheral, depth perception	F