



JOB DESCRIPTION

Job Title:	Secretary, Principal	FLSA Status:	Non-Exempt
Job Family:	Secretarial/Support Services	Pay Range:	14
Pay Program:	Classified	Work Calendar:	205 days (elementary) 248 days (secondary)
Prepared/Revised Date:	June 15, 2015		

SUMMARY: Provide and coordinate administrative assistance to Principal, administrators, office and school staff and students, including phone calls, responding to inquiries and requests, coordinating meetings and projects, preparing reports, coordinating personnel data, and maintaining budgets and records. Responsible for smooth and efficient management of the school administrative offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Administer bookkeeping, accounting and financial functions utilizing the district financial system, including but not limited to: monitor and manage school student activity accounts and general budget funds; coordinate accounting activities with district office; prepare and process deposits and journal entries; prepare, reconcile and submit purchase card expenses and related reports; and actively participate in budgeting processes.	D	20% (Elem) 30% (MS/K8) 40% (HS)
2. Provide and coordinate administrative functions for principal, administrators and school staff, including but not limited to: manage phone calls, screen and direct to appropriate person, answer inquiries, follow through on requests, solve non-routine problems; schedule appointments, maintain calendars and filing system; open and distribute mail, send/receive faxes; prepare compose, process and distribute correspondence or other printed information to parents, department, district staff and community.	D	35% (Elem) 40% (MS/K8) 30% (HS)
3. Coordinate and/or assist with hiring process, personnel data and files. Organize applications and prepare and submit final hiring information to Human Resources for approval. Manage employee time and attendance system, review daily substitute reports, submit approvals for paid time off, and reconcile daily work hours and monthly work hours. Perform data input and report extraction including extra-duty pay, absences, payroll submissions and other related documents.	D	10% (Elem) 5% (MS/K8) 8% (HS)
4. Serve as backup clerical assistance for department. This may include answering phones, greeting visitors, administering medications, typing/data entry, preparing correspondence, and filing.	D	10% (Elem) 3% (MS/K8) 4% (High)
5. Assist visitors, students and staff with a variety of inquiries. This may include providing information and services as required or requested, operating the iPhone (security buzzer), responding to inquiries regarding the building or District policies and procedures, directing parent communication to the appropriate assistant principal, principal or counselor and assisting teachers with numerous requests such as placing supply orders for classrooms, books, extra duty time cards, employee absence reports.	D	15% (Elem) 10% (MS/K8) 10% (HS)
6. May lead, coordinate, and train other building secretaries or clerks. Duties include assigning tasks, coordinating coverage, overseeing activities and special projects, scheduling back up plans for absent office personnel.	W	5% (Elem) 2% (MS/K8) 3% (High)
7. Serve as building RFC (Resident Facility Coordinator) for ordering buses, organizing	W	3% (Elem)

school drills and field trips, work orders, key cards, building keys, and requisitions.		8% (MS/K8) 3% (HS)
8. Perform other duties as assigned.	Ongoing	2%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent plus specialized technical courses in business, vocational school, or community college related to office management.
- Over three years of experience in a general office occupation or school setting. Budget management or administrative assistant experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications required within one month of hire date.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills.
- English language skills.
- Bilingual skills preferred.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Google Apps.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Building Principal

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- May lead and/or coordinate the duties of other secretarial and clerical support positions in the building.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feel			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy				X
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS: **Required**

No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	