

Job Title: Secretary, Principal ES
Reports to: Principal
Dept./School: Assigned Elementary Campus

Exemption Status: Non-Exempt
Pay Grade/Days: Clerical 6/202 Days
Date Revised: 09/10/2025

Primary Purpose:

Ensure efficient operations of school administrative office and provide clerical services for school's principal and other staff members.

Qualifications:**Education/Training:**

Must be 18 years of age or older
High School Diploma or GED

Special Knowledge/Skills:

Excellent customer service skills
Proficient skills in keyboarding, word processing, and file maintenance
Effective organizational skills and effective communication skills; oral and written
Knowledge of computer software programs; Word, Excel, PowerPoint
Knowledge of basic accounting principles

Experience:

Minimum 3 years of clerical experience

Major Responsibilities and Duties:

1. Prepare written correspondence, forms, schedules, or reports using personal computer.
2. Maintain a daily teacher attendance log and records for substitute teachers.
3. Monitor and process personnel time records in Kronos including leave requests and reports and submit to central office according to established deadlines.
4. Maintain school calendar of events and assist with coordination of campus activities.
5. Schedule meetings and appointments and maintain calendar for principal.
6. Assist students, teachers, and parents as needed.
7. Receive incoming calls, take reliable messages, and route to appropriate staff.
8. Maintain physical and computerized files including mailing lists, student records, visitor logs, and office communication.

9. Perform routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records.
10. Prepare and process purchase orders.
11. Order, receive, issue and maintain supplies and equipment as needed.
12. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity checkbook(s) and ledger(s).
13. Maintain inventory of fixed assets, equipment, and supplies.
14. Receive, sort, and distribute mail and other documents to campus staff.
15. Ability to communicate and to maintain effective working relationships with administrators, staff and the public.
16. Maintain confidentiality.
17. Daily attendance and punctuality are essential functions of the job.
18. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____