Thompson School District  
Classified Job Description

Job Title: Secretary – Middle School Principal  
Date Revised: March 2017  
Work Year: 215 days  
Department: Middle School  
Reports to: Principal, Middle School  
Benefits include: Health, dental, and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

ABOUT THOMPSON SCHOOL DISTRICT:  
The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, two K-8 buildings, eighteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at thompsonschools.org to learn more.

SUMMARY: Under minimal supervision, perform administrative and secretarial duties and collaborate with the Principal to coordinate, organize and manage his/her daily activities and/or the daily activities of the school. Serve as bookkeeper by maintaining accurate bookkeeping and accounting records for all accounts associated with the school. Serve as the public relations liaison between the Principal and administrators, staff, students, parents, public and/or community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Keep accurate bookkeeping and accounting records for all accounts associated with the school. Make bank deposits, write checks and balance petty cash accounts. Provide status reports for teachers and department heads.
• Purchase all material and supplies to support instructional programs and school activities by complying with purchasing guidelines. Inventory and order office and classroom supplies from the warehouse, input requisition information into CIMS system, track purchase orders, receive shipments, contact vendors regarding shipping and any other problems that may arise and prepare reimbursement requests. May also purchase items from local businesses.
• Write and word process documents, correspondence, memos and minutes for the Principal and word process all evaluations for certified and support staff members.
• Create positive school atmosphere by assisting students, fielding questions from parents inquiring about various school matters and assisting school staff as needed.
• Assist the Principal with control and management of the approved budget.
• Provide support to the Principal and other administrators by scheduling and maintaining the Principal’s calendar, answering phones, directing calls, taking and delivering messages and/or greeting the public and answering questions.
• Report and track absences of building staff members. Coordinate coverage of all classrooms for certified and support staff members.
• Organize, control and deposit monies for major fundraisers.
• Distribute incoming miscellaneous building mail and faxes to appropriate individuals.
• Manage office by maintaining an efficient and safe working environment, coordinating work projects, providing back-up as needed and mediating and resolving problems.
• Supervise and direct the work of Faculty Assistants, Attendance Assistant, Campus Monitor, Nurse Office Staff Assistant (NOSA) and volunteers.
• Process free and reduced meal applications.
• Post all staff vacancies and setup new employees. Utilize the Cooperative Teacher Applicant Pool (CTAP) to gather and retrieve information for potential certified staff.
• Conduct registration and end-of-year activities including preparing forms, collecting fees and fines at beginning of year, depositing collected funds, distributing the funds to the appropriate accounts, collecting delinquent fees and fines at year end and checking out teachers at year end.
• Perform other duties as assigned.

JOB 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, and ABILITY:
• Requires strong oral and written communication, interpersonal, proofreading/editing, customer service, good judgment, decision making, public relations, diplomacy and advanced microcomputer skills.
• Ability to handle multiple tasks and deadlines with frequent interruptions.
• Ability to maintain confidentiality in all aspects of the job.
• Operating knowledge of and experience with microcomputers, Microsoft Office software, accounting software and database software.
• Operating knowledge of fax machine, copy machine, telephone system and intercom/public address system required within 1 week after hire.

SUPERVISION/TECHNICAL RESPONSIBILITY:
Directly supervises Faculty Assistant (2) and Attendance Assistant (1). May also supervise parent and community volunteers as needed. Spends up to 50% of time conducting supervisory responsibilities. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; assisting with appraising performance; and assisting with hiring and disciplining. Acts as a resource for school staff and substitute teachers by providing training on office software, student management database and/or office machines and for community members and parents regarding school policies and procedures.

EDUCATION AND TRAINING:
High school diploma plus post secondary courses in business equivalent to up to one year of college, or equivalent combination of education and experience.

EXPERIENCE:
Over three years of clerical/secretarial experience, including experience with accounting and budgets. Experience in a multiple-person office preferred.

**CERTIFICATES, LICENSES, & REGISTRATIONS:**
None required. CPR and First Aid Certifications preferred.

**SAFETY TO SELF AND OTHERS:**
- High exposure to self to repetitive motion injuries due to keyboarding.
- Medium exposure to self to repetitive motion injuries due to lifting.
- Low exposure to self to bruises and cuts due to typical office accidents

The physical demands 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 DEMANDS:**
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; sit; and stoop, kneel, or crouch. The employee is occasionally required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**EQUAL EMPLOYMENT OPPORTUNITY:**
Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

**NOTE:** This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.