

Job Title: Elementary Principal's Secretary

Reports To: Elementary School Principal, **Classification:** Wage Grade III, **Assignment:** Elementary School

Job Purpose

The Elementary Principal's Secretary provides high-level administrative support to the school principal, ensuring efficient operation of the school office. This role requires independent judgment, discretion, and a commitment to professionalism in supporting students, staff, and the community.

Key Responsibilities

1. Exercise independent judgment in handling routine office matters with minimal supervision.
 2. Maintain a courteous, cooperative, and professional demeanor with staff, students, parents, and the public.
 3. Understand and apply school and district policies and administrative procedures relevant to school operations.
 4. Compose routine correspondence and communications on behalf of the principal.
 5. Distribute and oversee clerical assignments as directed by the principal.
 6. Keep the principal informed of relevant office and school issues or concerns.
 7. Manage the principal's calendar, appointments, and communications.
 8. Maintain accurate records of purchase orders and facilitate payment processing.
 9. Coordinate and manage distribution and tracking of:
 - o Teacher schedules
 - o Grade sheets and report cards
 - o Discipline files
 - o Permanent student records
 10. Support daily substitute coverage by working closely with the principal and ESS to coordinate and manage staffing needs.
 11. Perform general secretarial and clerical duties as needed and other duties assigned by the principal or supervisor.
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Qualifications

Education & Training:

- High school diploma required.
- Business school coursework or supplemental secretarial/business training preferred.

Experience:

- Minimum of three years of successful secretarial experience, or equivalent combination of education and experience.

Skills & Abilities:

- Proficiency in Microsoft and Google applications
 - Strong written, verbal, and telephone communication skills.
 - Ability to apply independent judgment in interpreting and applying school policies and procedures.
 - Familiarity with the Munis/Tyler Technologies financial system preferred.
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Work Environment

- Fast-paced school office setting with frequent interruptions.
- Must be able to prioritize tasks and maintain confidentiality.