

TRUMBULL PUBLIC SCHOOLS
Trumbull, Connecticut

Trumbull High School A House Principal's Secretary

Accountability and Job Definition

Shall function as secretary and be directly responsible to the Principal.

Duties

1. Exercises independent judgment regarding routine office matters.
2. Presents a courteous and cooperative attitude toward the public, staff and students at all times.
3. Has a working knowledge of district and/or school policies and administration practices as they pertain to the operation of school and/or office.
4. Composes routine correspondence independently and distributes and monitors assignments to other clerical staff, as directed by the Principal.
5. Daily Coverage Coordination: Coordinates and assigns substitute coverage for daily staff absences, PPT meetings, and other coverage needs to maintain uninterrupted operations.
6. Scheduling Logistics: Respond promptly to changing staffing needs by coordinating building-wide coverage schedules and adjusting assignments throughout the day.
7. Apprises the Principal of situations relevant to school and/or office or those local matters of interest and importance that might concern the management of school and/or office
8. Coordinates records and appointments of the Principal.
9. Maintains records of purchase order commitments and processes same for payment.
10. Compiles and distributes teacher schedules, attendance records, discipline files and permanent records.
11. Performs other secretarial and clerical duties as required.

Experience/Training

1. High school graduate, business school graduate, or supplemental courses in secretarial, business or commercial procedure.
2. Three years previous successful secretarial experience, or an equivalent combination of experience.

Qualifications

1. Proficiency in all Microsoft and Google Applications.
2. Good public relations and telephone skills are necessary.
3. Requires the application of independent judgment of regulations, policies and procedures relating to the school/office.
4. Familiarity with Munis/Tyler Technologies financial system preferred.

Classification

Wage Grade II, School Year