

Thornton Township High School District 205

Job Description: Principals Office

Title: Principals Office

Location:

Reports to:

No. of Months: 12

Qualifications:

- High School Diploma
- Typing at 55 wpm (minimum) with 75% proficiency on clerical entry exam (M.S. Office Applications, Word, Excel, and PowerPoint)

DEFINITION OF DUTIES AND RESPONSIBILITIES:

List tasks, projects, and daily activities. Indicate if the activities are: P-- completed periodically, F--completed on frequent basis, or A--completed annually

- F- Work directly with principal, assistant principals, and staff
- F- Answer telephones, take messages, answer questions directed to our office by faculty, students, secretaries, maintenance and all outside calls
- F- Open mail and sort for appropriate persons other than principal
- F- Type reports as requested by principal
- F- Compose some letters and memos independently
- F- Maintain filing system for all faculty (personnel files), administrative files, and confidential correspondence
- F- Turn on PA system for morning announcements and supervise student announcers
- F- Make appointments for the principals and record in outlook
- F- Prepare payroll for clerical personnel and put on computer
- F- Maintain sick leave and vacation leave for clerical personnel
- F- Distribute checks for all faculty, secretarial and student aides
- F- Order refreshments for all meetings held in principal's conference room
- A- Order food served at the annual Christmas party which also entails decorating the tree as well as the room
- P- Preliminary screening interviews for prospective clerical employees if needed at specific building
- A- Organize the preparation of registration, teacher packets and revision of faculty rosters and faculty phone numbers.
- F- Maintain records for faculty and paraprofessionals sick and personal leave and enter on the computer

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- F- Handles confidential material
- F- Makes appointments, maintain appointment calendar, answers inquiries and/ or makes referrals to appropriate personnel
- F- Takes, transcribes, and edits dictation as well as all other written communications from the principal
- P- Withdrawal report (quarterly, but information is on a weekly basis)
- F- Independently composes letters, memoranda, directives, announcements, etc.
- F- Compile reports and gathers statistical information as required
- F/A- Budget work- gathers, organizes, tabulates, adjusts and updates information as requested
- F- Prepares building facility request for principal
- F/A- Prepares purchase orders and check requests for principal
- F- Arranges meetings with the principal as requested
- F- Proofreads and suggest improvements on communication as directed by principal
- F- Take notes for principal
- F- Order printed forms for office use such as letterhead, envelopes, gradebook forms, memo pads, and all other forms used by secretarial personnel
- F- Send district calendar of events daily
- F- Oversee and help with organization of all school mailings (opening of school, parent teacher conference day)
- F- Coordinating of work flow
- A- Telephone list revised and put into teacher's packet
- A- Assist with principals in talent Ed if needed
- A- graduation- order flowers, robes for administrators and board members, principal awards and speech
- A- Teachers checkout
- A- Invite board members and executive assistants for graduation
- P- All other duties as assigned