



THE METROPOLITAN SCHOOL DISTRICT OF

WARREN TOWNSHIP

Secretary to Principal (5th-8th Grade)

JOB TITLE: Secretary to Principal (5th-8th Grade)
FLSA CLASSIFICATION: Non-Exempt, hourly employee
WORK DAYS: 215 days, including paid holidays
STANDARD HOURS PER DAY: 8 hours per day (not including a 60-minute unpaid duty-free meal break).

WORK YEAR: The work year for the Secretary to Principal (5th-8th Grade) is generally employed for a school year of at least 215 days (not including paid holidays or paid vacation time).

SALARY SCHEDULE & BENEFITS: The Secretary to Principal (5th-8th Grade) is paid on the "Secretary" salary schedule, and is eligible for benefits on the "Support Staff" benefits schedule. Level 2.

REPORTS TO: The Secretary to Principal (5th-8th Grade) reports to the Principal.

SUPERVISES: Does not supervise any other employee(s).

GENERAL SUMMARY OF DUTIES:

Under general direction, the Secretary to Principal (5th-8th Grade) performs district-based duties associated with providing administrative and secretarial support to a departmental director level or above; may include coordinating the activities of other clerical support positions in the department. Employees in this classification function at a complex clerical capacity and coordinate schedules and meetings, create complex documents and reports, maintain filing systems, as well as provide general office support. Employees also assist with the resolution of emergency situations and communicating with stakeholders. Performs related work as directed.

ESSENTIAL FUNCTIONS:

1. Provides a high level of support for the Principal (5th-8th Grade) .
2. Performs administrative and secretarial assignments with minimal direction, with attention to detail.
3. Coordinates the activities of building staff on the campus. This includes working with the Principal or Designee on building coverage needs , daily break and lunch schedules, and communication of distribution of duties and daily information.
4. Contributes to staff morale by the prompt and accurate handling of TimeClock for support staff attendance and payroll/payroll processing.
5. Supports staffing needs by ensuring paperwork for new hires/resignations are completed, maintaining employee files and records.
6. Coordinates the posting of new positions, scheduling interviews and using Frontline to retrieve candidate information.
7. Inputs and accurately updates Frontline attendance for certified staff and provides data to Principal as needed.
8. Welcomes guest teachers to the campus and ensures that their needs are met.
9. Creates professionally finished documents such as staff handbooks, notes or outlines including letters, memos, communications geared towards the community, project summaries,policies, meeting agendas, meeting minutes, spreadsheets, and presentations.
10. Coordinates and schedules meetings, meeting rooms, and required equipment for internal meetings and those with other departments, vendors, or the business community.

11. Creates and maintains filing systems and files for the department including building level personnel, student information, contracts, projects, state and federal correspondence, budget and audit, general files, and information files.
12. Ensures accurate and timely information sharing of building information; sorts, dates, highlights, and distributes to other areas within the building, as directed by the Principal.
13. Handles emergency situations and notifies appropriate personnel for resolution.
14. Provides exceptional customer service by ensuring that visitors, staff, and community members have their needs met when they visit the campus.
15. Attends to all communication, in a professional, prompt, and discreet manner. Determines the priority level of communications and handles accordingly.
16. Prepares and processes leave requests and certificates of absence for the campus.
17. Coordinates travel arrangements for the department; prepares and processes expense reports for departmental travel.
18. Maintains an adequate supply of materials and supplies for the department.
19. Prepares and processes payroll transactions and computer personnel transactions.
20. Maintains electronic calendar, task list, and contact list for school and community, using computer software.
21. Responsible for keeping up to date on current technology, as job appropriate, being used by the District.
22. With the support of the District, attends training to ensure skill level in various technologies is at the level required to perform in current position.
23. Responsible for timely and accurate information maintained as part of the job responsibilities.

NON-ESSENTIAL FUNCTIONS:

While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department members:

1. Opens, stamps, and sorts U.S. mail and courier envelopes for distribution.
2. Type, sorts and distributes reports.
3. Covers front desk in the absence of the receptionist at MCRC.
4. Performs related duties as directed.

ENTRY-LEVEL REQUIREMENTS:

1. **EDUCATION/TRAINING:** High school diploma or GED is required.
2. **EXPERIENCE:** At least two years of previous experience in progressively more responsible assignments in an office environment, or any equivalent combination of related education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions is required.
3. **CERTIFICATIONS &/OR LICENSES:** None required.
4. **OTHER:** Ability to perform the essential functions, meet the performance aptitudes, and fulfill the physical/sensory/environmental requirements of the job (with or without reasonable accommodations) is required.

PERFORMANCE APTITUDES:

1. **Data Utilization:** Requires the ability to calculate, compute, summate, and/or tabulate data and/or information. Includes performing subsequent actions in relation to these computational operations.
2. **Human Interaction:** Requires the ability to apply principles of persuasion and/or influence.

3. **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
4. **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
5. **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.
6. **Functional Reasoning:** Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
7. **Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL REQUIREMENTS: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

SENSORY REQUIREMENTS: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

ENVIRONMENTAL FACTORS: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

- I have received a copy of the Support Staff Handbook and/or directions on how to access the information on the District Website.

The Metropolitan School District of Warren Township does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, military status, ancestry or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.