



JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS	CONTRACT REFERENCE
B	2	3		
JOB TITLE			CONTRACT REFERENCE	
Secretary to Principal and Director of Finance & Operations			Clerical, Library, Health, and Computer Assistants	
TITLE OF IMMEDIATE SUPERVISOR			VERSION DATE	
Director of Finance/Principal Early Childhood			May 2018	

JOB SUMMARY

The secretary assists the principal in carrying out the overall operation of the instructional program; coordinates the duties of the director’s and principal’s offices; drafts, edits, prepares correspondence and reports; assists staff, students and the general public; and assists with the coordination of district transportation services ensuring safe and efficient school bus route planning and scheduling.

TASK NO.	FREQUENCY	GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Assists the principal with clerical support to the overall management of the principal’s office and coordinates communication as directed by the principal.	10%	A1/B2
2.	Monitors and reports disruptions in the school operations to the principal in a timely manner for effective problem solving.	5%	B2
3.	Drafts, edits, and/or prepares correspondence, programs, etc. for principal, director, staff, committees.	10%	B2
4.	Prepares newsletter and bulk mailings; prepares and distributes bulletins to staff; prepares and sends in-service notices to staff; prepares and sends parents' night information to parents, etc.	5%	A1/B2
5.	Maintains office records for staff. Maintains course and student records in student records system. Assists families with enrollment process.	5%	A1/B2
6.	Compiles and assists in preparation of various required reports and forms, including tracking pre-K scholarships.	5%	B2
7.	Arranges for meetings and appointments between principal and staff, department heads, students, and parents.	2%	B2

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8.	Prepares substitutes for classroom supervision in absence of regular staff persons; records information. (Authorizes staff substitutes in principal's absence and prepares bi-monthly reports.)	2%	A1/B2/ A1
9.	Answers and screens phone calls to staff, director, and principal, directs inquiries to appropriate persons, schedules appointments.	2%	A1/B2
10.	Responsible for inventory and ordering of office supplies and their distribution.	2%	A1
11.	Compiles, updates, and prepares staff handbook.	2%	A1
12.	Supervises and coordinates duties of principal's office. Prepares, prints and processes requisitions and purchase orders.	2%	B2/A1
13.	Establish and administer bus routes, bus stops, regular daily transportation schedules, athletic/field trip schedules, and all other required transportation needs of the district.	10%	B2
14.	Analyzes and determines the number of school bus routes needed, establishing appropriate routes and route combinations, assigning students to school bus stop, and revising school bus routes as student populating and programs change to ensure efficiency.	10%	B2
15.	Coordinates transportation needs and information between students, guardians, and the district.	5%	B2
16.	Utilizes and maintains computerized routing program to create efficient routes.	3%	B2
17.	Assists in planning transportation routes and any attendance zones modifications.	3%	B2
18.	Assist in the maintenance of MARSS transportation information.	3%	B2
19.	Maintains records related to route operations, student disciplines, and special transportation situations.	3%	B2
20.	Other duties as assigned.	5%	N/B

QUALIFICATIONS (Specific training or job experience required before appointment)

1. AA degree or equivalent experience.
2. Proficient in word-processing, data bases, spreadsheets.
3. Ability to relate to and communicate with staff, students, and parents.
4. Patience and flexibility in working with staff, students and parents.
5. Familiarity with office equipment: copier, fax, etc.
6. Willingness to expand skills.
7. Ability to take direction of supervisor.

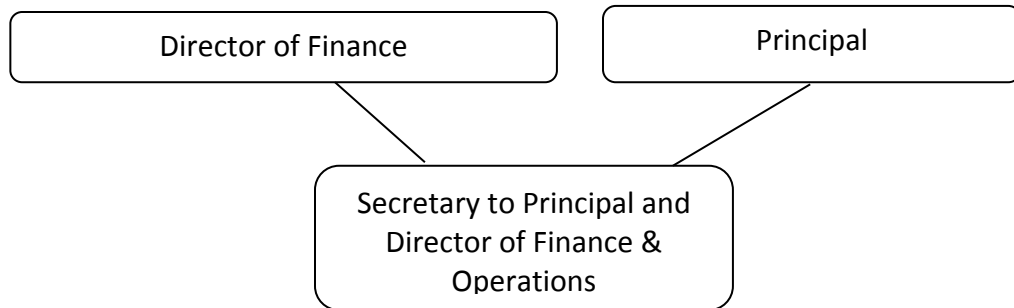
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8. Excellent customer service skills and the ability to communicate effectively both orally and in writing.
9. Ability to understand and follow data privacy rules and regulations related to students and staff and maintain confidentially.
10. Must have ability to use computer and transportation routing programs effectively.
11. Experience using Transfinder transportation routing software preferred.

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here 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. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.