

**JOB DESCRIPTION**

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
B	2	3	

JOB TITLE	CONTRACT REFERENCE
Secretary to Principal	Clerical, Library, Health, and Computer Assistants

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Principal	October 2008

**JOB SUMMARY**

Assists the principal in carrying out the overall operation of the instructional program; coordinates the duties of the principal's office; drafts, edits, prepares correspondence and reports; assists staff, students and the general public

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.	20%	A1/B2
2.	Monitors and reports disruptions in the school operations to the principal in a timely manner for effective problem solving.	20%	B2
3.	Drafts, edits, and/or prepares correspondence, programs, etc. for principal, staff, committees.	5%	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.	10%	A1/B2
5.	Maintains office records for staff.	5%	A1
6.	Compiles and assists in preparation of various required reports and forms.	5%	B2
7.	Arranges for meetings and appointments between principal and staff, department heads, students, and parents.	5%	B2
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.)	5%	A1/B2/ A1
9.	Answers and screens phone calls to staff and principal, directs	5%	A1/B2

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Secretary to Principal

**CONTRACT REFERENCE**

Clerical, Library, Health, and Computer Assistants

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	inquiries to appropriate persons, schedules appointments.		
10.	Responsible for inventory and ordering of office supplies and their distribution.	5%	A1
11.	Compiles, updates, and prepares staff handbook.	5%	A1
12.	Supervises and coordinates duties of principal's office. Prepares, prints and processes requisitions and purchase orders.	5%	B2/A1
13.	Other duties as assigned.	5%	N/B

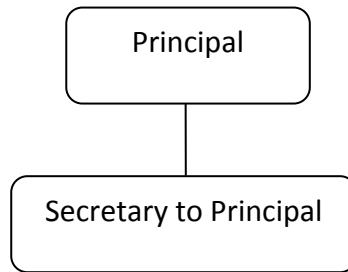
**QUALIFICATIONS** (Specific training or job experience required before appointment)

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. Familiarity with computers, some typing, and data entry skills.
7. Willingness to expand skills.
8. Ability to take direction of supervisor.
9. Ability to keep information confidential.

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**JOB TITLE**Secretary to Principal  
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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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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.

**NON EXEMPT**

Not to exceed 40 hours per week.