



**POSITION DESCRIPTION  
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Principal Secretary-High School	<b>Department:</b> Teaching & Learning	<b>Bargaining Unit:</b> Clerical
<b>Immediate Supervisor:</b> High School Principal	<b>Comparable Worth Rank:</b>	<b>FLSA Status:</b> Non-Exempt

**Job Summary:**

Under the direction of the Principal, the Principal Secretary-High School is responsible for providing administrative support and assistance to the High School Principal and for providing assistance that supports the daily administrative operations of the school. Duties associated with the job include such representative tasks as handling customer service/receptionist related activities; maintaining building/student records; overseeing and coordinating substitute calling and submitting substitute timesheets; implementing building enrollment procedures; assisting in screening, facilitating and scheduling of the Principal’s calendar; coordinating and assisting in arrangements for meetings, conferences, building communications, or special events; and compiling, reviewing and submitting building reports level reports/data.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs administrative support functions for the Building Principal. Provides support and coordination of various student programs. Performs such representative tasks as:
  - a) Plans, coordinates and makes arrangements for 9<sup>th</sup> grade orientation.
  - b) Assists in the coordination, arrangements and direction of graduation ceremonies.
  - c) Coordinates Advanced Placement testing, handling test locations and proctor appointments.
  - d) Supervises the School Store Student Directors in accounting for inventory, marketing, ordering of materials, and accounting for finances.
  - e) Coordinates and makes arrangements for student photos, retakes, student parking and the preparation and distribution of student handbooks.
  - f) Coordinates and implements the Student of The Month nomination process.
  - g) Implements building processes in the opening and closing of school.
  - h) Makes arrangements and directs the information with the web master on conference scheduling.
- Updates and maintains accurate student information and data on every high school student in the Infinite Campus student database system.
  - a) Updates enrollment data as necessary.
  - b) Creates, directs, calculates and/or maintains hours of students in ALC database.
  - c) Collaborates with the MARSS Coordinator to address or resolve discrepancies, data errors or issues to assure proper reporting and school funding.
  - d) Coordinates and/or supervises the entry of information into the student information system to assure data accuracy.
  - e) Accesses information from the system/database to provide information to the Principal, building personnel or

district, as needed.

- Provides work direction and coordination to building clerical and administrative support staff.
  - a) Trains, oversees the entry of absences into the AESOP system.
  - b) Trains, oversees and assists in the entering of substitute teacher information into the AESOP system.
  - c) Oversees arrangements for bus orders and arrangements for field trips.
  - d) Coordinates and implements building processes and activities associated with the opening and closing of school.
- Implements registration and open enrollment procedures within the building.
  - a) Responds to inquiries regarding open enrollment processes and procedures. Schedules tours and works with parents to inform them concerning the status of their open enrollment application.
  - b) Registers all new students, verifies residency, clarifies and inputs all student information into Infinite Campus student database.
  - c) Distributes to and collects forms from staff to set up transportation, lunch accounts and health records.
  - d) Processes and prepares all student record requests for new students or current students leaving the district.
  - e) Creates and/or maintains cum files and folders for all students including filing/ mailing report cards, parent notifications and testing reports.
  - f) Maintains open enrollment applications/lists, contacts families regarding enrollment outcomes, and obtains Superintendent's signature for approval or notifies families, if denied.
  - g) Enters new families that enroll into the district and enters all required pertinent information into the system database. (i.e. Infinite Campus).
  - h) Updates enrollments and withdrawals in the system.
  - i) Facilitates the set up or maintenance of parent portals.
- Provides customer service, receptionist and general office support duties for the building.
  - a) Greets and provides information to visitors, parents, students and staff regarding their general questions and directs persons to appropriate parties, as necessary.
  - b) Performs general office duties such as preparing correspondence, answering phones, maintaining files and records.
  - c) Screens and assists visitors coming into the Principal's Office. Assists students, parents, and visitors regarding questions, issues or needs.
  - d) Answers and relays phone calls to appropriate staff and/or takes messages.
  - e) Posts information on school website.
  - f) Maintains and updates school calendars.
  - g) Makes PA announcements, reminders, upcoming events, etc.
  - h) Provides support and assistance to students in the office.
  - i) Monitors and maintains building security. Verifies the identity of visitors prior to entering the building; monitors sign in/out lists; schedules fire drills, lockdown drills and severe weather drills.
  - j) Handles staff parking arrangements.
  - k) Assists in the scheduling and reservation of facilities requests.
  - l) Supports and backs up other clerical/secretarial staff in the building, as required.
- Maintains accurate accounting of building activity accounts and transactions. Delivers monthly statements to Finance Director for audit. Distributes periodic balance information to activity advisors. Accesses district account and budget information for department chairpersons. Handles the preparation of purchase requisitions, check requests, and proper coding of purchases.
- Performs other duties of a comparable level or type, as required.



**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		<b>Major field of study or degree emphasis:</b>
	High school diploma or GED.		
x	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>
	2nd year graduate level		
<ul style="list-style-type: none"> <li>• Knowledge of general office procedures and practices.</li> <li>• Knowledge and skilled in office etiquette and customer service procedures and routines, and office equipment.</li> <li>• Knowledge of student recordkeeping processes and operations including specialized district software (e.g. Infinite Campus, AESOP, Viewpoint, etc.) for enrollment, class scheduling, sub calling, building financial records, etc.</li> <li>• Fundamentals of MARSS coding and maintenance activities.</li> <li>• Fundamentals of computer operation and use.</li> <li>• Familiarity with general office productivity software (i.e. word processing, spreadsheet, internet browsers, email programs, etc.)</li> <li>• District and building policies and procedures and administrative operational requirements.</li> </ul>			
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 3 years related administrative support and secretarial experience.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> Requires a MN driver’s license or evidence of equivalent mobility.	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Applying and using word processing applications, spreadsheet applications and specialized database applications (e.g. Excel, Word Viewpoint, AESOP, Infinite Campus, etc.).</li> <li>• Applying department and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility.</li> <li>• Coordinating, planning and making arrangements for various special events, meetings, projects, etc.</li> <li>• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction, or implement building procedures and processes.</li> <li>• Leading, delegating, training, orienting and coordinating the work of other clerical/secretarial office staff.</li> <li>• Fundamentals of business grammar and basic business math.</li> </ul>	

- Implementing and maintaining a variety of student records/files within the building.
- Customer service and human relations skills in assisting, dealing with and applying proper phone etiquette, judgment and discretion in provide and dealing with the staff, public and district personnel.
- Prioritizing job assignments and performing work assignments requiring attention to detail, precision and accuracy.
- Time management and office organizational skills.
- Providing confidential and secretarial support to the building administrator in the preparation of correspondence, scheduling calendar/appointments, letters, parent notifications or other correspondence.

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk		X			Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms			X		Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Light Work:**

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**HAZARDOUS WORKING CONDITIONS**

**Unusual or hazardous working conditions related to performance of duties:**

Duties are generally performed in a typical school/office setting where there are minimal environmental hazards and risks.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

**Classification History:**

Prepared 5/2015 by BCC; Updated 6/2015

