



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

SECTION I: GENERAL INFORMATION

Position Title: Principal Secretary-Elementary	Department: Teaching & Learning	Bargaining Unit: Clerical
Immediate Supervisor: Principal	Comparable Worth Rank:	FLSA Status: Non-Exempt

Job Summary:

Under the direction of the Principal, the Principal Secretary-Elementary is responsible for providing administrative support and assistance to the Elementary 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 activities; maintaining building/student records; handling 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, kindergarten registration/enrollment, 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.
 - a) Schedules appointments and meetings for the Principal. Makes arrangements for locations, technology, set up requirements and distributes meeting notices.
 - b) Prepares staff assignment sheets at the start of each year and provides assignments to District Office. Informs District Office of changes throughout the year.
 - c) Sets up applicant interviews, coordinates interviewing and hiring process.
 - d) Prepares and codes purchase orders and check requests. Orders supplies, curriculum and workshop materials.
 - e) Initiates, composes and/or types correspondence and reports to parents and staff via newsletters, email or social media. Updates family and staff handbooks. Publishes newsletters and staff bulletins.
 - f) Assists in tracking and monitoring the building budget.
 - g) Performs confidential word processing projects for the Principal.
 - h) Attends meetings with the Principal, prepares agendas and materials, takes and distributes meeting minutes.
 - i) Assists with coordinating field trips; handling transportation requests; collection, deposits and payment of fees.
 - j) Assists Parent Association with making arrangements for events and communications with parents/staff.
 - k) Updates activity account records and submits documents to Business Office for review and audits.
 - l) Serves as a liaison between the public, staff, students, parents and the Principal.
- Implements registration and open enrollment procedures within the building.
 - a) Coordinates arrangements for kindergarten registration events.
 - b) Responds to inquiries regarding open enrollment processes and procedures. Schedules tours and work with parents to inform them concerning the status of their open enrollment application.

- c) Registers all new students, verifies residency, clarifies and inputs all student information into the Infinite Campus student database.
 - d) Distributes to and collects forms from staff to set up transportation, lunch accounts and health records.
 - e) Processes and prepares all student record requests for new students or current students leaving the district.
 - f) Creates and maintains cum files and folders for all students including filing report cards, parent notifications and testing reports.
 - g) Maintains open enrollment applications/lists, contacts families regarding enrollment application outcomes, and obtains Superintendent's signature for approval or notifies families, if denied.
 - h) Enters new families that enroll into the district and enters all required pertinent information into the system database. (i.e. Infinite Campus).
 - i) Updates enrollments and withdrawals in the system.
 - j) Facilitates the set up of parent portals.
- Assists and participates in monitoring AESOP for absences. Updates and records staff absences. Locates, schedules, and monitors substitutes to assure staff coverage. Researches Applitrak for substitute applications. Screens, selects and schedules sub interviews. Refers new substitutes to district office for background checks. Enters new substitutes in the AESOP system.
 - Monitors non-certified time cards, reconciles all absences recorded on time cards and the AESOP system. Prepares time cards for Principal approval and submits to District Office.
 - 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 (i.e. lunch menus, upcoming events, staff listings, enrollment information, etc.).
 - f) Makes PA announcements, reminders, upcoming events, etc.
 - g) Provides support and assistance to students in the office.
 - h) 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.
 - i) Updates staff directories, building phone lists and building maps.
 - Implements operations and procedures in closing and opening school.
 - a) Plans, sets up and makes arrangements for open house, assigns lockers, creates assignment sheets for all Wilshire Park employees.
 - b) Plans end of year promotional event, organizes the ceremony, makes arrangements for food, and staff volunteers.
 - c) Files pertinent information in cum folders at end of year
 - d) Collaborates with the Transportation Department on new year bus routes and bus stops and changes throughout the year.
 - Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

ESSENTIAL SKILLS REQUIRED TO	Skilled in: <ul style="list-style-type: none"> • Applying and using word processing applications, spreadsheet applications and
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PERFORM THE WORK	<p>specialized database applications (e.g. Excel, Word Viewpoint, AESOP, Infinite Campus, etc.).</p> <ul style="list-style-type: none"> • Applying department and/or building specific procedures, policies, and operational routines pertaining to assigned areas of responsibility. • Coordinating, planning and making arrangements for various special events, meetings, projects, etc. • Communication, interpersonal skills as applied to interactions with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction. • Fundamentals of business grammar and basic business math. • 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 dealing with the staff, public and district personnel. • Prioritizing job assignments and performing work assignments requiring attention to detail, precision and accuracy. • Providing confidential and secretarial support to the building administrator in the preparation of correspondence, scheduling calendar/appointments, letters, parent notifications or other correspondence.
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EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Major field of study or degree emphasis:		
	High school diploma or GED.			
x	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of general office procedures and practices. • Knowledge and skilled in office etiquette and customer service procedures and routines, and office equipment. • 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. • Fundamentals of MARSS coding and maintenance activities. • Fundamentals of computer operation and use. • Familiarity with general office productivity software (i.e. word processing, spreadsheet, internet browsers, email programs, etc.) • District and building policies and procedures and administrative operational requirements.
	2nd year graduate level			

Required Work Experience in Addition to Formal Education/Training:
Minimum of 3 years related administrative support and secretarial experience.

LICENSE/ CERTIFICATION	Identify licenses/certification required: Requires a MN driver's license or evidence of equivalent mobility.
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		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	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Duties are generally performed in a typical school/office setting where there are minimal environmental hazards and risks.</p>
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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