



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

SECTION I: GENERAL INFORMATION

Position Title: Principal Secretary-MS	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-Middle School is responsible for providing administrative support and assistance to the Middle 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 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, graduation, or special events; and compiling, reviewing and submitting building reports level reports/data; implements beginning and closing of school year procedures.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs the duties and responsibilities of an attendance clerk.
 - a) Maintains student attendance. Records student absences.
 - b) Contacts parents when students are absent without notifications.
 - c) Checks students coming to or leaving school prior to the end of the day.
 - d) Works closely with the health staff to ensure accurate attendance data on ill students.

- Implements registration and open enrollment procedures within the building.
 - a) Registers all new students, verifies residency, clarifies and inputs all student information into Infinite Campus student database.
 - b) Distributes and collects forms to staff to set up transportation, lunch accounts and health records.
 - c) Processes and prepares all student record requests for new students or current students leaving the district.
 - d) Creates and maintains cum files and folders for all students including filing report cards, parent notifications and testing reports.
 - e) Processes applications for open enrollment and performs open lottery to fill classes per class size decisions.
 - f) Maintains open enrollment applications/lists, contacts families regarding enrollment application 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 of parent portals.

- Manages the Sub Calling system in the Middle School. Monitors sub requests, determines staffing needs and fills

positions, as needed. Makes manual calls to subs or finds staff who can fill in for absences.

- 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 MS Principal.
 - 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) Provides secretarial support to the Principal in the preparation of correspondence, letters, memos, etc.
 - f) Sets up and makes appointments and schedules meetings as directed.
 - g) Schedules teacher observations.
 - h) Maintains the Principal's calendar, schedules meetings, makes travel arrangements, and assists in preparing materials for meetings.
 - i) Prepares and codes purchase orders.
 - j) Collects fees, maintains petty cash, and prepares deposits.
- 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 MS 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. Updates MDE website with district information regarding MS suspensions for the year.
- Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none">• Applying and using word processing applications, spreadsheet applications and specialized database applications (e.g. Excel, Word Viewpoint, AESOP, Infinite Campus, etc.).• 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 interaction 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 providing and dealing with the staff, public and district personnel.• Prioritizing job assignments and performing work assignments requiring attention to
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	detail, precision and accuracy. <ul style="list-style-type: none"> • 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				
	2nd 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. 	

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							
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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

<p>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</p>	
<hr/> Department Head's Signature	<hr/> Date
Classification History: Prepared 5/2015 by BCC; Updated 6/2015	