



## Rockford Area Schools Job Description

# Principal's Secretary

### General Definition of Work

Performs intermediate skilled administrative support work assisting in the operation of the school office, maintaining records, providing information, scheduling activities and related work as apparent or assigned. Work is performed under the moderate supervision of the Principal. Occasional oversight is exercised over Student Services Secretary and Office Secretary.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Essential Functions

Schedules special events; reserves building spaces; maintains the principal's calendar; maintains the school's master calendar.

Serves as school liaison to the community, students, parents, staff and administrators via phone, written correspondence, email or daily correspondence; directs inquiries to the appropriate individual; maintains the student emergency contact usb.

Edits/processes the monthly building newsletter; prepares weekly parent bulletins, prepares daily staff announcements; updates staff and student handbooks; prepares flyers and posters; updates the school website.

Enters and maintains student information and files.

Processes and codes vendor orders; maintains petty cash box; processes and routes time sheets.

Serves as back-up to other staff members as required.

Performs tasks, projects and attends meetings as assigned by the principal.

### Knowledge, Skills and Abilities

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; thorough knowledge of standard office equipment, computer hardware and related software to include website and student database software; general knowledge of creative/design software, ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

### Education and Experience

High school diploma or GED and moderate experience with secretarial/office setting, or equivalent combination of education and experience.

### Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or bearing and frequently walking and sitting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Bodily Fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).



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### **Special Requirements**

Infinite Campus - Student Information System Training  
SchoolFusion – Website System Maintenance Training  
FMX – Facilities Management System Training.