

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – ELEMENTARY PRINCIPAL’S SECRETARY

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Minimum of three years of secretarial experience.

SKILL PREPARATION

Experiential knowledge of office procedures and practices.

Proficiency in computer operation and competence with related software.

Ability to exhibit competence in typing with considerable accuracy from written materials.

Strong interpersonal skills, as well as strong written and verbal communication skills.

DUTIES AND RESPONSIBILITIES

Be responsible to the Elementary Principal for the completion of all assigned duties accuracy, professionalism, and confidentiality.

Perform secretarial/clerical work efficiently and accurately and assure proper maintenance and operation of all office equipment.

Act as a goodwill representative for the District through positive interactions with students, staff, parents, and the public.

Type, duplicate, and disseminate correspondence and materials as directed by the Elementary Principal.

Organize and maintain an orderly and thorough filing system as required for the operation of the building.

Answer incoming phone calls and follow up, as necessary, in an expedient manner.

Maintain a calendar for building activities and enter building room reservations on the facility usage scheduler in a proactive manner.

Prepare a weekly building bulletin.

Prepare a building report for assigned Board meeting agendas to be submitted to the Elementary Coordinator’s Secretary for inclusion in the Elementary Division Report.

Maintain weekly absentee records of all building instructional and non-instructional personnel and forward a weekly report to the Human Resource Secretary.

Update student data information in the student information system.

Maintain updated student cumulative records and files.

Secure substitutes for teachers and support staff as directed by the Elementary Principal.

Assist with the entrance, placement, and withdrawal of students in coordination with the Elementary Principal and the Child Accounting Secretary.

Perform all secretarial functions regarding preparation and distribution of materials and the testing and schedule of new students specific to the grade level of the assigned building as directed by the Elementary Principal.

Order and maintain clerical, office, and teacher supplies through appropriate sources.

Collect and safely keep monies for various building funds as assigned.

Assist in health room during emergency situations.

Assist Building Secretary with parent, student, and building demands, as needed, and assume the responsibilities of the Building Secretary during absences, as assigned by Principal and/or Elementary Coordinator.

Discharge all other assignments delegated by the Elementary Principal.

EVALUATION

Evaluation will be conducted annually by the Elementary Principal in the areas of core competencies and position performance.