

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**POSITION PROFILE - SECRETARY TO THE HIGH SCHOOL  
PRINCIPAL/ASSISTANT PRINCIPALS**

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.

Ability to operate a computer and related software with competence.

Ability to exhibit competence in transcribing and typing with considerable accuracy from written or dictated materials.

DUTIES AND RESPONSIBILITIES

Be directly responsible to the High School Principal for the completion of all appropriately assigned duties.

Handle information with professionalism, discretion, and confidentiality.

Facilitate the general operation of the high school office.

Organize and maintain an orderly filing system for the principal and assistant principals.

Maintain the high school staff database and phone chain.

Maintain accurate and current financial records of all funds/budgets and petty cash for the high school, including athletics and school activities/clubs.

Maintain daily and weekly absentee records of all personnel and prepare a weekly absence report.

Maintain observation and evaluation files for high school staff members.

Order and maintain office supplies, teacher supplies, and textbooks for the building.

Facilitate data entry for the accounting of professional staff education.

Act as liaison to principals, faculty, support staff, PTO Executive Committee, and the community, attending meetings and distributing information as required.

Act as high school contact for workmen's compensation inquiries/accidents.

Be responsible for the preparation of high school division reports, course selection guides, and other documents as assigned.

Be responsible for implementation of beginning and end of school year procedures.

Be responsible for the coordination of the Home Visitation Program.

Be responsible for the organization of correspondence and event communications/organization for the following events: Burrowes Scholars Ceremony, Parents' Night Programs, Honor Roll Announcements, Student of the Month Announcements, National Honor Society Ceremony, Awards Ceremony.

Be responsible for the coordination of Commencement communications, awards, and materials as required.

Be responsible to work in coordination with the Receptionist and the Attendance Secretary for the accurate and timely completion of all tasks.

Discharge all other assignments properly delegated by the High School Principal and Assistant Principals.

### EVALUATION

Evaluation will be conducted annually by the High School Principal in the areas of skill preparation, job performance, and interpersonal skills.

Approved by Board of School Directors 04/07/08