

SCHOOL DISTRICT 27J
CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Secretary, Middle School Principal
Date Prepared or Last Modified: December 2018, Reviewed December 2021
Work Year: 10 Months
Department: Middle School
Reports To: Principal

SUMMARY: Collaborate with the Principal to provide administrative and secretarial activities in support of his/her interaction with staff, students and the public; performs office management, records maintenance, and financial recordkeeping; and serves as the public relations liaison between the Principal/school and administrators, staff, students, parents, public, and community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

D 10% Type correspondence, forms, reports, memos, bulletins, newsletters, programs, etc. as directed from school administrative staff.

D 6% Monitor certified staff absences through the automated substitute teacher system to ensure coverage in all classrooms daily. Arrange for an in-school teacher substitute if regular substitute teachers are not available. Monitor absences of classified employees and make arrangements for substitutes when necessary.

D 10% Greet visitors, students, and staff; answer questions; provide materials and information; and direct them to various locations in the building.

D 10% Answer telephones, provide information as necessary, and route calls to appropriate individuals.

D 3% Maintain a filing system for school personnel (?) and ensure that all materials are properly filed and up to date. Assist Registrar with maintaining all student data and records in Infinite Campus and Cum Folders.

D 2% Dispense medications to students per physician instructions, treat minor student injuries and illnesses, and call parents or other medical assistance when necessary.

D 2% Schedule usage of building space for various meetings, conferences and other events.

M 12% Maintain and reconcile school financial records with financial reports from the central finance department; prepare requisitions and requests for payment; review actual versus budgeted expenses from reports to determine budget status; and report this information to the principal.

W 12% Manage P-Cards for all users in the building. Monitor purchasing, reconcile and audit P-Cards statements monthly. Maintaining P-Cards statements on file and submitting statements to the Finance Department as requested.

M 9% Maintain inventory of various school supplies, facilitate ordering of all building supplies abiding by district purchasing policies and procedures, and route supplies to appropriate staff. Serve as a liaison for building maintenance requests and enter maintenance work orders on all building equipment as needed.

W 9% Collect and record money from various school programs and events, prepare deposit slips, and forward money to the district finance office. When necessary, take coins to the bank for deposit. Oversee the school's petty cash fund, including issuing money, collecting receipts, and requesting fund reimbursement.

W 2% Serve as back up to the registrar through processing and managing student enrollment and withdrawals, including orienting new students to school; requesting student records from previous school; and forwarding students records to other schools for transferring students.

W 10% Manage the In Touch Phone dialer system. Creating call lists and dialer messages and then scheduling them to be sent out.

M 2% Oversee building keys. Distribute and collect keys to/from building staff as needed.

M 5% Review for accuracy the classified employee time through the timekeeping system and make any necessary corrections. Review and approve classified staff payroll and notify payroll when it is complete. Review substitute system reports of absences for both classified and certified building staff and ensure that substitutes are being paid correctly.

Ongoing 4% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty 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.

EDUCATION AND TRAINING: High school diploma or equivalent.

EXPERIENCE: Two to three years of secretarial, office manager experience.

SKILLS, KNOWLEDGE, & EQUIPMENT: Requires strong oral and written communication; interpersonal relations; basic math and accounting; personal computer, keyboarding and word processing; and customer service and public relations skills. The ability to manage confidentiality in all aspects of a job; manage multiple priorities; manage multiple tasks with frequent interruptions; and diffuse and manage volatile and stressful situations. Ability to manage all levels of personnel, including administrators, teachers, and support staff, both at the building and at the district offices. Operating knowledge of and experience with computer / printer and accompanying software, copy machine and Fax system preferred. Must learn Microsoft Office. Infinite Campus knowledge preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS: First Aid, CPR and medication dispense certifications within 3 months of hire.

SUPERVISION/TECHNICAL RESPONSIBILITY: Directly supervises school registrar, up to 3 office paraprofessionals, and various substitutes on a daily basis. Supervisory responsibilities include; plans and assigns work; directs and guides work; addresses complaints and resolves problems; trains employees; and assists supervisor with interviewing and hiring. Responsible for appraising performance; completes the performance appraisal and submits it for approval.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to stand, walk, sit, stoop, kneel, crouch or crawl. The employee frequently is required to stand; use hands to finger, handle, or feel; and reach with hands and arms; talk and hear. The employee is occasionally required to climb, balance or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to copy, compute, and evaluate. Frequently required to compare, analyze, communicate, coordinate, use interpersonal skills, negotiate and compile.