

SCHOOL DISTRICT 27J
CLASSIFIED JOB DESCRIPTION

Job Title: Principal Secretary - Office Manager – High School
Date Prepared or Last Modified: December 2018, Reviewed December 2021
Work Year: 260 days
Department: High School
Reports To: Principal

SUMMARY: Effectively manage all operations of the Main Office to provide strong internal and external client services. Provide administrative assistance to the Principal and Administrative team, certified and classified staff, students, parents, and community. Manage office support staff and conduct their performance appraisals. Oversee financial records, handle general and legal confidential information, and manage crisis situations.

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

- D 25% Evaluate, manage, and coordinate the Principal's calendar and daily activities with regard to internal and external meetings with staff, students, parents, district personnel and community members.
- M 5% Implement Crisis Management procedures during a crisis situation and evacuation. Actively participate on the Crisis Management Team involved in student safety.
- M 5% Oversee all finance operations including analyzing and evaluating budgets and reports to ensure the solvency and adherence to district policy/procedure.
- M 5% Participate as a decision maker in all aspects of Commencement and graduation activities, including the award ceremonies, recognitions and the graduation ceremony.
- D 20% Coordinate and oversee all employee issues, including managing and maintaining an accurate accounting of correspondence with Human Resources actions taken. This would include all aspects of hiring, updating, or terminating employment within the confines of the current systems employed at the district level. Assist administration with hiring procedures including participation in interview committees.
- M 2% Oversee the placement of students, Boettcher residents, and practicum students at the building level.
- D 30% Lead, evaluate, coordinate, train and/or assist with the work of office support staff. Make decisions regarding all staff personnel to ensure adequate coverage in classrooms and also to ensure essential duties are performed daily. Supervise and train office personnel. Supervise, train, discipline, and evaluate student office aides.
- D 2% Supervise substitute teachers, including providing information regarding locations, policies, and district guidelines.
- M 2% Responsible for all aspects of payroll entry, maintenance and submission of supplementary pay sheets and serve as a primary source of information for building employees.
- D 4% **Ongoing:** 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, plus specialized courses in office management, secretarial, word processing, spreadsheet creation and maintenance, computer, and bookkeeping skills.

EXPERIENCE: Over three years' secretarial experience at a secondary school.

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 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. Ability to self-direct work; projects may be assigned by Principal and administrative team. Operating knowledge of and experience with computer / printer and accompanying software, copy machine and Fax system preferred. Must learn phone system, including bells and PA, within in one month of hire.

CERTIFICATES, LICENSES, & REGISTRATIONS: None Required

SUPERVISION/TECHNICAL RESPONSIBILITY: Directly supervises finance secretary, up to 3 office paraprofessionals, and various substitutes on a daily basis. Supervisory responsibilities include; directs and guides work; addresses complaint and resolves problems; trains employee; responsible for interviewing and hiring; and assists supervisor with disciplining. Responsible for appraising performance; completes the performance appraisal and submits it for approval. Assists supervisor with terminating employees; and provide input into termination proceedings.

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

WORK ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. 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 and instruct. Frequently required to compare, analyze, communicate, coordinate, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.