

LYON COUNTY SCHOOL DISTRICT-HR Department

Principal's Secretary – Intermediate/High Schools

Job Group: Administration

Classification: Classified

Terms of Employment: Pay Grade 25 on the Classified Salary Structure (12-Month Schedule)

FLSA Status: NON-EXEMPT

POSITION SUMMARY: The principal's secretary oversees the school office, under the direction of the Principal, to ensure the smooth and efficient operation of school's secretarial/clerical needs to provide maximum positive impact on the education of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Performs clerical and administrative duties of the school office. Assists in answering phones and greeting visitors.
2. Sets up appointments and maintains Principal's calendar, as well as drafts correspondence for their review. Acts as liaison between public organizations and Principal.
3. Interprets school and District policies and procedures for students, staff and the public. Directs inquiries to appropriate individuals or departments.
4. Creates and processes purchase orders, warehouse requisitions, and Maintenance and IT service requests.
5. Reconcile bank statements, student accounts, and petty cash. Assists the Principal in managing the site's budget, travel requests and reports, reimbursements, and grants
6. Assists in scheduling and organizing school pictures, assemblies, field trips and special programs.
7. Prepares and distributes documents, including teacher and student handbooks
8. Verifies annual fixed assets and school inventory lists
9. Verifies staff attendance, schedules substitutes, and processes forms for employee absences (including Family and Medical Leave Act paperwork); prepares monthly payroll. Maintains and updates staff database records, produces staff lists as necessary.
10. Processes applications for substitute employees, parent volunteers and extra duty contracts. Coordinates with site administrator in scheduling interviews. Files completed paperwork with District Office.
11. Organizes and files paperwork for all District-related meetings. Maintains staff sign-in sheets for meetings, trainings or other staff events.
12. Maintains and updates school and facility use calendars
13. Conducts annual inventory and ordering of school supplies
14. Tracks and reports monthly copier usage. Performs basic troubleshooting and schedules repairs as necessary.
15. Maintains key log and issue keys to staff and substitutes
16. Assists with accountability and staffing reports
17. Processes student and staff accident reports. Files yearly OSHA reports with Risk Management.
18. Assists in tracking student attendance, records and enrollment
19. Performs minor first aid when School Nurse is not available.
20. Keeps record of sports physicals for student-athletes, and notifies coaches of needed or expired physicals
21. Prepares GPA check for the previous semester to meet NIAA requirements. Assists with eligibility checks during each sport's season.
22. Prepare NIAA rosters for the athletic director for each sport. Submit sports waivers in the PE credit area of transcripts for those that complete the sport.
23. Keep sports activity records of students over the course of their high school experience.
24. Performs all other related duties as assigned by the site administrator.

POSITION EXPECTATIONS:

Knowledge of:

1. District policies and administrative guidelines
2. Scheduling and basic employee payroll procedures
3. Grammar, spelling, vocabulary and simple mathematical computations
4. Office practices, procedures and equipment
5. Intermediate to advanced computer skills including Microsoft Office and specialized software (i.e. PowerSchool, AS400, and MYOB)

Ability to:

1. Use good judgment in applying established guidelines to solve work problems
2. Work independently in completing assigned tasks and in maintaining the standard correspondence, files, and reports of the office
3. Deal courteously with the public and obtain the information necessary to assist them
4. Work and communicate effectively with all people contacted in the work environment
5. Understand and carry out moderately complex written and oral instructions

POSITION REQUIREMENTS:

Education and Training:

1. High School Diploma or equivalent
2. Experience working in a classroom environment preferred, but not required for this position.

Licenses and Certifications:

None

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person and by telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORK ENVIRONMENT: Strength: Sedentary/Light - Exert force to 25 lbs., occasionally; or negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate noise to loud for occasional to frequent time periods.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting				X
Standing		X		
Walking		X		
Bending/Stooping/ Squatting/Twisting			X	
Crawling	X			
Kneeling	X			
Reaching above of body		X		
Reaching away from body		X		
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
Up to 50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping		X		
Handling				
Applying Torque (arms)				
Fine Manipulation		X		
Repetitive Work			X	
Weight Bearings				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs		X		
Senses:				
Eyes			X	
Visually Demanding Work			X	
Near Vision				
Far Vision				

Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination			X	
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____