



Job Title: Secretary to High School Principal

Reports to: Principal

Dept./School: OCA

Wage/Hour Status: Non-Exempt
Pay Grade: 5

Days: 227

Qualifications:

Education/Certification:

- High School Diploma or GED from an accredited HS or GED Program

Special Knowledge Skills:

- Knowledge in District purchasing procedures-familiarity with quotes, bids, approved vendors and discounts that are available through each vendor and how to enter in ITCCS appropriately.
- Knowledge in procedures for transportation trip requests.
- Thorough working knowledge of SmartFind Express to be assigned campus administrator.
- Thorough working knowledge of Employee Access and leave policies to be assigned campus approver.
- Thorough working knowledge of KRONOS system to be assigned campus administrator.
- Be familiar with FLSA rules regarding comp time/leave.
- Thorough knowledge of Credit Recovery process and payroll.
- Knowledge of end of year awards assembly processes, medals, reception, etc.
- Knowledge of Radios/chargers, Classroom Phones, Alarms/Bells, overhead speakers.
- Trustworthiness to be approved check signer for activity fund.
- Initiative to make necessary minor decisions or major decisions with assistance from administrators.
- Solution oriented-exceptional problem solving skills.
- Initiative to keep up with changing and new knowledge and processes

Experience:

- Proficient typing, word processing, file maintenance skills; effective organizational, communication, and interpersonal skills.
- Ability to use computer and software to develop spreadsheets, databases and do word processing.
- Knowledge of basic accounting principles.
- Skill and experience in all office procedures.
- Knowledge of classroom equipment-document camera, projector.
- Knowledge on key inventory.
- Knowledge of building uses policies and overtime for attending custodians.
- Working knowledge of copiers and troubleshooting.
- Flexibility and skill in prioritizing tasks.
- Detailed oriented.
- Ability to remain calm and think clearly under pressure & maintain composure under stress.

- Deal effectively with complaints.

Major Responsibilities and Duties:

❖ Principal

- Provide clerical & technical support as needed.
- Handle correspondence for principal and assistant principals;
- Answer/screen all calls directed to principal.
- Open and Process mail for principal.
- Filing all leave forms, employee information and budget information.
- Serve as campus notary public.
- Give direction and information to visitors and students.
- See that messages are delivered;

❖ Purchasing

- Maintain a list of office supplies to be restocked & other instructional items such as planners, scantron, etc.
- Enter requisitions for orders to be placed.
- Maintaining physical log of campus accounts.
- Maintaining a computerized log of campus accounts to balance with general ledger reports sent monthly.
- Enter request for new budget on iTCCS with principal approval.
- Create new OT/Extra Duty Pay at this time.
- Having current working knowledge and updated information on policy changes regarding purchasing, accounting and finance, as needed.
- Process list of items that faculty/staff (80-100 faculty/staff members) would like purchased.
- Assist/train dept. chairs (core subjects only) on using iTCCS for purchasing if applicable.
- Research vendors and discounts.
- Review accounts for available balances for requested purchases (70+ accounts).
- Follow up on receiving purchased items.
- Receive incoming items and distribute accordingly ensuring accuracy-several times weekly.
- Research lost or misplaced incoming purchases.
- Balancing accounts with general ledger and reporting balances to principal on a regular basis.
- Transfer funds as needed to cover unusual expenditures.
- Request creation of new accounts (ex: student travel accounts).
- Accept Trip Request forms & send to Transportation with current account number ensuring enough money in accounts & principal approval.
- Be approved check signer for activity fund.

❖ Employee Access

- Prepare monthly payroll report signed by principal.
- Enter faculty/staff leave in Employee Access.
- Balance leave with SmartFind Express for weekly employee report.
- Monitor leave balances and keep principal informed of decreasing balances.
- Be assigned approver of all faculty/staff leave-ensuring matching of information on sub finder.
- Provide weekly report of absences for faculty/staff to review and sign.
- Research and correct any disputes on leave and be liaison for payroll on issues.

❖ Subs

- System administrator for sub finder-troubleshoot with system issues or questions.
- Enter leave for faculty/staff when requested to ensure coverage (24 hour call).



- Enter vacancy coverage and assigned sub.
- Find coverage as needed for uncovered classes or class periods by asking teachers to cover on their conference periods or to split classes w/assistance from AP.
- Provide dept. chairs daily spreadsheet for coverage/lack of coverage.
- Greet incoming substitutes daily and maintain a positive relationship with them by checking how their day went & collecting shutdown checklist.
- Prepare & maintaining sub folders with bell schedule, updated phone extension list, lock down procedures.
- Prepare monthly payroll report ensuring accuracy for pay.
- ❖ **Key Inventory**
 - Maintaining key inventory-checking in and out of keys.
 - Researching unknown keys for cabinets, etc.
 - Requesting needed keys-new or replace misplaced/lost, Coordinate with District key person.
- ❖ **Technology: Projectors/Document Cameras, etc.**
 - Coordinate maintenance/purchase of equipment.
 - Have working knowledge of current bids and quotes on technological items.
 - Maintain information on repairs/technical issues-replacing bulbs, etc.
 - Enter work orders to for technician to come to our campus to repair.
 - Accept requests from faculty/staff for new equipment-make purchase if approved.
 - Maintain inventory of classroom equipment such as document cameras, projectors, etc.
- ❖ **Radios**
 - Maintain radio inventory.
 - Troubleshoot with Petro Communications.
 - Contact for service.
 - Check out radios for morning and afternoon duty and any other duty as necessary.
 - Coordinate usage with campus office and principal.
- ❖ **Phones**
 - Providing information on phone training/usage for new teachers.
 - Enter work orders for problems with phones.
 - Be liaison for phone issues between technology dept. and campus.
- ❖ **Alarms/Bells**
 - Maintain updated list of alarms.
 - Enter work orders for problems with alarms/bells.
 - Be liaison for alarm/bell issues between technology dept. and campus.
- ❖ **KRONOS**
 - Prepare weekly timesheet for paraprofessional staff including aides, clerks, and part-time employees.
 - Monitor daily punches.
 - Prepare KRONOS adjustment forms for any missed or incorrect punches.
 - Enter any leave requested by paraprofessional staff; Monitor comp time balances for principal.
 - Provide monthly report to principal and/or staff of comp time balance.
 - Coordinate time off for paraprofessionals who go over the allowed 24 hours.
- ❖ **PAYROLL**
 - Prepare Monthly payroll for all fulltime employees, part time employees, early morning duty teacher, after school detention teacher and substitute employees.
- ❖ **Credit Recovery**
 - Train volunteer teachers on complete required signed job description, Moodle training, time and effort, how to use KRONOS for timekeeping/payroll.



- Coordinate payroll requirements such as completed monthly time and effort and KRONOS timesheets with each CR teacher.
- Be CR teachers support;
- ❖ **Community**
 - Be liaison between community and principal, for example, sports teams requesting use of field and/or gyms.
 - Send thank you notes to donors of food, flowers, etc.
 - Providing guidance to technicians and other visitors.
 - Be liaison for faculty/booster clubs and administration-end of year reports, New Year info, etc.
 - Distribute checks (reimbursement or travel) as needed.
 - Sort and distribute faculty mail as needed.
 - Custodial/Maintenance: Coordinate with custodians/maintenance person for broken desks, a/c or heater issues, delivery of purchased items, restocking paper inventory in workroom and office, requested cleaning, accidents to clean up.
 - Coordinate building use by providing a monthly calendar to campus custodial and maintenance staff.
 - Completing necessary paperwork for overtime by custodians for payment of wages;
- ❖ **Beginning of year**
 - Collect new teacher's information and order name plates for new teachers.
 - Create new folders for new employees & store resigning/transferred personnel.
 - Create lists: updated phone extension list, updated sign in lists, updated room assignment lists, updated subject assignment lists.
 - Provide training info on Employee Access; Provide training info on sub finder.
 - Update with the sub office new teachers and resigned/retired/transferred teachers.
 - Update employee information forms including emergency medical information.
 - Disburse and collect PEIMS forms, employee handbook receipts and user agreement forms-return to HR.
 - Prepare/provide applicant information for vacancies and interviews.
 - Update with Data & PEIMS services resigning/transferring/retiring faculty/staff in KRONOS & Employee Access.
- ❖ **Annual Contracts**
 - Disburse and collect next school year contracts.
 - Disburse and collect next school year letters of assurance.
 - Schedule necessary meetings for principal with employees who are non-renewed.
- ❖ **End of year**
 - Coordinating events: Retirement/transfer celebrations.
 - Prepare campus invitations.
 - Prepare and mail special invitations.
 - Pickup service awards and retirement awards from administration.
 - Order refreshments and drinks through campus accounts.
 - Ensure timely delivery.
 - Purchase décor-tablecloths, centerpiece for refreshment table, etc.
 - Set up plates, cups, napkins, décor, etc.
 - Coordinate with custodians the set-up of tables.
 - Clean up afterwards.
- ❖ **Awards Assembly**
 - Coordinating events: Prepare/update program.
 - Request nominations from teachers for academic awards.



- Request nominations for Merit Awards.
- Request nominations for American Legion Awards.
- Request Top 10 for each grade level from Data & PEIMS Services.
- Request Perfect Attendance from Data & PEIMS Services.
- Communicate with American Legion on students who are awarded this award.
- Parent Reception after awards assembly-coordinate refreshments/drinks, delivery, décor, set up and clean up.

Awards list

- Coordinate list of this information from teachers and approve through principal.

❖ **Academic Medal purchase**

- Coordinate medals purchase for each category, requisitions, delivery/pickup, and labels.
- Gifts for Top Ten-coordinate purchase of gifts, pickup/delivery.

❖ **Copier's maintenance & usage**

- Responsible for resetting copier's usage.
- Responsible for getting copiers serviced before New Year.

❖ **Office**

- Train staff on systems usage: bells, overhead speaker, office procedures regarding students, dealing with incoming substitutes, radio usage.

Supervisory Responsibilities:

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent districtwide and statewide travel; occasional prolonged or irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. I have read, understand and attest to the above description and funding relating to my daily activities.

Signature _____

Date _____