

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

**SECRETARY TO THE PRINCIPAL**

**POSITION:** Secretary to the Principal

**REPORTS TO:** Site Administrator

**LOCATION:** Various Sites

**NATURE OF WORK:**

This position serves as the secretary to the principal of a school by performing secretarial, financial, clerical, and public relations work in a school office under the general supervision of the principal. This administrative level of secretarial work involves assisting the principal by relieving him/her of clerical and administrative details; may coordinate the work of the clerical staff; performs a variety of difficult and complex clerical tasks; and other related work as required, consistent with the job description. Employees in this job class ensure that school office and related administrative activities are conducted in accordance with established policies and procedures and may lead and train other workers as applicable.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

**DUTIES AND RESPONSIBILITIES:**

- Receives and deposits monies into appropriate accounts; verifies billings and issues checks for payment
- Generates purchase orders and confirms delivery, including direct contact with vendors
- Uses effective office practices and bookkeeping procedures to complete tasks
- Composes routine and non-technical correspondence and prepares special reports and summaries as required
- Screens incoming telephone calls, answers general inquiries and directs those, where practical, to other school personnel
- Reviews incoming mail, obtains and attaches pertinent information, prioritizes, and routes to school personnel as appropriate
- Establishes and maintains significant, sensitive, confidential, and personal logs, files, documents, and records
- Prepares correspondence, observations, and evaluations
- Prepares and maintains financial records including payroll, leave, and school activity funds

- Assists with scheduling school facilities and maintaining policies and regulations related to the use of school facilities
- Assists the principal by relieving him/her of clerical and administrative details
- Maintains ledgers and journals, makes bank reconciliations, and prepares reports, statements, and summaries
- Maintains time records and computes hours worked within pay periods for teachers, staff, and substitutes and distributes paychecks
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- High School Diploma or GED
- Three (3) years of general office, clerical, or secretarial experience
- Passing score on a proficiency exam conducted by SMCPS (applicants must establish proficiency prior to accepting employment)
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 16.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 07.2024