

Job Description

Position Title	Principal's Secretary		
Building	Varies	Department	School Office
Hours	40 per week – number of weeks varies	Supervisor	Building Principal
Band and Grade	B-23	Tools and Equipment	Computer, applicable software, calculator, phone, copy machine

Primary Function	Under supervision, performs a variety of administrative support duties such as performing data entry for mailing lists and student records, typing correspondence, assisting in school and program registration and answering routine questions. Performs data entry of student demographics (MARSS) into automated program, enters new students, drops students when they leave, and prepares data for submission to the state.
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Essential Duties	
1	Types various memos, letters, and forms such as inter-office memos, correspondence, handouts, attendance reports, class lists, and meeting notices.
2	Performs data entry into automated programs including information such as mailing lists, student enrollments and withdrawals, student demographics (MARSS), student attendance reports, student grades, student and teacher schedules, and substitute teacher lists. Generates lists, reports, schedules, report cards, and other documentation for reporting or mailing purposes and reviews for accuracy. Prepares MARSS data for submission to state by capturing MARSS files, running edits, making corrections, and sending A and B files to the district office. Enters new students in Infinite Campus and drops students in the system when they withdraw from GSL.
3	Answers phones and assists walk-ins by providing information regarding classes and programs, scheduling appointments and rooms, and giving referrals. Forwards calls to staff. If staff member does not have voice mail, takes a message and puts in their mailbox. Takes message for students and delivers to classroom.
4	Performs cashiering duties including receipting participants for fees paid, collecting fines, and depositing funds with the business office. Collects money for yearbooks, athletic fees, camps, graduation gowns and caps, and student activity fundraisers. Records all monies going through office for field trips, band, library, and etc.
5	Performs various office duties including sorting, delivering and posting mail; making photocopies; maintaining files; and assisting in dispatching bus drivers after regular hours.
6	Prepares programs for all sports – Volleyball, football, basketball, gymnastics, wrestling. Orders and distributes letter jackets, emblems.
7	Assists in coordinating and handling arrangements for graduation programs, diplomas, and helps set up for ceremony; homecoming activities – distributes and counts ballots

	for voting, prepares program for coronation, and helps coordinate activities; other events, monthly calendar, or other projects as assigned.
8	Gets ready for new school year – Mails out info, assigns lockers, staff handbook etc.
9	Assists in the registration process including assisting in filling out forms, requesting records, and obtaining immunization records. Assists in the registration process for testing including assisting in filling out forms, directing to counselors and classes and providing information on classes offered.
10	Assists with parent-teacher conferences.
11	Provides student lists for MAP testing three times a year and provides lists for various organizations.
12	Makes necessary certificates including Student of the Month, Pillars of Character, NHS, Scholarships for Senior Banquet, etc.
13	Inventories and orders teacher and office supplies including tracking expenditures and ensuring items remain within budget guidelines. Notifies teachers and principals when budgets are low. Enters orders for staff on computer after approved by principal.
14	Sets up student cum files and files documents in cum files as they come into the office, i.e. year-end grades, NWEA reports, MCA test results, name change documentation, 504 notification, etc.
15	Records attendance for staff and updates AESOP as needed. Records keeping of staff comp hours/leaves on spreadsheet. Makes sure sub sign-in sheets are ready along with attendance rosters for each sub.
16	Prepares schedules for picture day and lines up volunteer workers to help.
17	Records keys for building and maintains records of who has what keys.
18	Records locks for lockers and maintains records of rental fees.
19	Provides lunch counts from Infinite Campus to kitchen daily.
20	Records daily attendance on Infinite Campus; prints reports for health aide or attendance secretary to make calls. Writes out make-up slips, tardy slips and passes daily for students; prints daily attendance summary report and prepares for next day.
21	Types/edits/copies various letters/newsletters including the monthly parent newsletter and building-level staff handbooks each year.
22	Faxes student records to other school districts as requested.
23	Responsible for keeping his or her portion of the website updated.
24	Performs other duties of a similar nature and/or level.

Minimum Qualifications	High school diploma or equivalent (G.E.D.) and two or more years of secretarial experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of office principles and procedures. • Knowledge of filing procedures and file maintenance. • Knowledge of business English, punctuation, grammar and spelling.
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	<ul style="list-style-type: none"> • Knowledge of basic mathematical computations. • Knowledge of computers and related software applications. • Knowledge of general office equipment. • Knowledge of program procedures and services as related to area of assignment.
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Skills Required	<ul style="list-style-type: none"> • Skill in applying office principles and procedures. • Skill in using computers and related software applications. • Skill in using general office equipment. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
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Physical Activities/ Requirements	<p>Reaching, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>
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