

Job Description

Position Title	Principal's Secretary/Activities Secretary		
Building	Lincoln Junior High School/GSL High School	Department	School Office/Activities
Hours	40 per week – number of weeks varies	Supervisor	Building Principal/Activities Director
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. Collects and records fees for activities, assists coaches with the organization of all post-season awards and academic letter winners; coordinates and prepares annual district activities calendars, updates the activities line and website calendar as needed; and provides activities-related support for various other events/record keeping.
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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, schedules appointments and rooms, and gives 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, and student activity fundraisers. Records all monies going through office for field trips, band, library, and etc. Records expenditures for teachers for room money and classroom budgets.
5	Performs various office duties including sorting, delivering and posting mail; making photocopies when time allows; and maintaining files.

6	Prepares mailings for students, parents, and staff.
7	Assists in the registration process for classes and testing including assisting in filling out forms, obtaining immunization records, directing to counselors and classes and providing information on classes offered.
8	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.
9	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.
10	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.
11	Prepares schedules for picture day and lines up volunteer workers to help.
12	Records keys for building and maintains records of who has what keys.
13	Records locks for lockers and maintains records of rental fees.
14	Provides lunch counts from Infinite Campus to kitchen daily.
15	Records daily and hourly attendance on Infinite Campus; prints reports for health aide to make calls; makes corrections every hour on attendance. Writes out make-up slips, tardy slips and passes daily/hourly for students; prints daily attendance summary report and prepares for next day.
16	Prepares daily announcements for the GSL website. E-mails Lincoln Daily Bulletin to junior high and high school staff.
17	Writes today's activities daily on the white board.
18	Covers daily health office duties from 8:00 to 9:00 a.m. and 2:00-3:00 p.m.
19	Types/edits/copies various letters/newsletters including the monthly parent newsletter and building-level staff handbooks each year.
20	Prints mid-tri and trimester report cards and edits grades from staff if needed. Prints student schedules for each trimester.
21	Faxes student records to other school districts as requested.
22	Prints class lists/schedules for staff.
23	Prints monthly student of month certificates for year-end awards. Arranges for local papers to come monthly to photograph Student of Month winners.
24	Collects and reconciles book orders from book companies that display books to sell.
25	Gathers Jenny Resch Memorial Scholarships, makes copies for selection committee, sends out letters to selection committee and to Resch family.
26	Updates the activities line daily and adds information to the GSL website calendar as needed. If the weather is bad in spring, sometimes the activities lines will be updated several times a day.
27	Answers phone calls and e-mails from ref, parents, media, other schools, vendors, etc.
28	Responsible for various typing, mailings, faxes game/meet results to papers.

29	Activities collection and record keeping – Collection is done in the fall, winter, and spring, and includes money taken in, recording physical expiration dates, eligibility forms, fees paid, noneligibility lists; counts money collected after activities sign-up and reconciles with sign-up lists; sends out participation lists to coaches every couple of days in the beginning of the season so they can see which athletes are missing fees, forms, or updated physicals.
30	Assists coaches with organization of all post-season awards, programs, invites, certificates, etc.; updates student info on the RschoolToday program.
31	Types and makes copies of parent night letters. Prepares the parent night line-ups for the game announcers.
32	Updates the computer – Adds all activities and updates awards list for students participating in all the different activities.
33	Counts and turns in money and spreadsheet from coaches to the District Office, i.e., clothes that have been ordered.
34	Prepares mid-tri and trimester grade reports (D, D-, F) for the activities director.
35	Figures out the fall, winter, and spring Wright County Conference Academic Team athletes and sends the information to the Winsted-Herald Journal to print certificates.
36	Figures out the GSL academic letter winners after Trimester 2 and prints certificates.
37	Activities calendars – Sends letters to local businesses and collect money and advertisement information for the large Panther wall calendars and submits the information to Franklin Printing; prepares the calendar book which is printed by Franklin Printing and ensures all activities are accounted for with correct dates and times; and keeps the GSL website calendar current.
38	Submits information for the GSL athletic/activity passes and sells them throughout the school year.
39	Orders pins for letter jackets; consults with high school secretary about patches, letters, etc.
40	Sells tickets at all home football games.
41	Fills out transportation requests and inputs bus times on the calendar.
42	Prints certificates for Senior Awards Banquet.
43	Responsible for keeping his or her portion of the website updated.
44	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. • Knowledge of basic mathematical computations. • Knowledge of computers and related software applications.
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	<ul style="list-style-type: none"> • Knowledge of general office equipment. • Knowledge of program procedures and services as related to area of assignment. • Knowledge of or experience with athletics and fine arts activities. • Knowledge of CPR/first aid. • Knowledge of general safety and health rules.
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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. • Skill in applying routine emergency care.
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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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