



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Secretary to the Principal

(Rev. 12/17/2012, Rev. 04/28/2016)

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Qualifications:

1. High school diploma; secretarial training
2. Knowledge of automated office equipment and excellent secretarial skills
3. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To:

Building Principal

Supervises:

Student Aides

Job Goal:

Provide secretarial services in an organized and professional manner.

Performance Responsibilities:

1. Be responsible for the supervision and assignment of work to all secretarial and clerical employees within the Main Office and under the direction of the Principal.
2. Answer main phone and maintains teachers' mailboxes.
3. Daily receive, open, stamp and distribute mail and record appointments for the Principal, with the exception of any mail marked specifically personal and confidential.
4. Order office supplies and maintain an accurate supply and inventory list.
5. Keep all files for the school with relation to the Principal.
6. Establish procedures for the timely distribution of newsletters, open house program, news releases, letters to parents, and 3-month calendar of activities to parents.
7. Preparation for academic banquet; diplomas/graduation; correspondence for Parent Support Group; Principal's and Superintendent's list/honor roll certificates; student awards.
8. Prepare agenda for staff meetings, grade level class meetings, faculty meetings.
9. Type all letters, all reports, teacher and coaches observations and evaluations for the Principal; transcribe and type minutes from faculty meetings. Assist any other areas of need.
10. Maintain Middle School Principal's files.
11. Establish procedures for the timely distribution of newsletters, open house program, news releases, and letters to parents.
12. Preparation for academic assembly; promotion certificates; correspondence for Parent meetings; Principal's and Superintendent's list/honor roll certificates; student awards.
13. Prepare agenda for staff meetings, grade level class meetings, faculty meetings, etc.
14. Assign and maintain students' lock and locker assignments.
15. Process field trip, guest speaker, workshop/seminar requests and, if necessary, accompanying purchase orders.
16. Preparation class trips and spring orientation programs.
17. Maintain student obligation list.
18. Schedule parent conferences, teacher conferences, etc.
19. Schedule interviews with job candidates.
20. Assist in school activities (pep rallies, assemblies, etc.).
21. Perform all other tasks as required by the Principal.



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22. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

### Employment conditions:

Contract year:	July 1 to June 30
Job Family	Secretary
Pay Grade/Compensation Structure:	G15
Evaluation:	In accordance with Board policy
Job Code:	9300