

**JOB TITLE:** ELEMENTARY PRINCIPAL SECRETARY

**QUALIFICATIONS:**

1. A minimum of a high school diploma or its equivalent and skills of the successful performance of the tasks assigned.
2. Knowledge of computer usage and modern office practices
3. Effective communication techniques and procedures.  
Communicate effectively in oral and written form.
4. Establish cooperative relationships in a calm and tactful manner
5. Effectively carry out oral and written directions.

**REPORTS TO:** Building Administrator or assigned supervisor.

**JOB GOAL:** To provide the necessary clerical responsibilities required for the administration of the school district in order to assure the smooth, efficient operation of the elementary school office.

**PERFORMANCE RESPONSIBILITIES:**

1. Demonstrates appropriate voice quality, greeting procedures, and effective routing techniques.
2. Demonstrates effective listening skills.
3. Communicates effectively with staff and general public in order to provide information and assistance while maintaining the confidentiality associated with the position.
4. Utilizes computer program skills effectively.
5. Operates office equipment efficiently.
6. Maintains current knowledge and application of equipment.
7. Supports fellow workers in completing short term projects.
8. Is dependable and self-motivated.
9. Initiates tasks when appropriate.
10. Performs functions assigned by supervisors in an effective and timely manner.
11. Demonstrates current knowledge of business grammar, terminology and proper formatting.
12. Maintains accurate and efficient records
13. Follows legal accounting guidelines.
14. Maintain confidential nature of all school-related matters.
15. Complete purchase orders for Elementary & South Fork supplies; forwards bills to Central Office for payment
16. Maintain Event Calendar on school website
17. Schedule bus trips with Transportation Department
18. Complete attendance reports and make awards for attendance
19. Record attendance for report cards
20. Update Lumen (Student software program)
21. Completes Tutoring report required for Core Data
22. Deposits all activity monies
23. Maintain pen/pencil machine
24. End of year reports
25. Maintain home school list
26. Maintain enrollment and attendance data for summer school
27. Review timecards for accuracy and completeness

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Support Personnel.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Elementary Principal Secretary)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Elementary Principal)