

**JOB TITLE:** HIGH SCHOOL PRINCIPAL'S SECRETARY /  
SWITCHBOARD OPERATOR

**QUALIFICATIONS:** 1. Knowledge of computer usage and modern office practices  
2. Effective communication techniques and procedures.  
Communicate effectively in oral and written form.  
3. Establish cooperative relationships in a calm and tactful manner  
4. Effectively carry out oral and written directions.

**REPORTS TO:** Building Principal

**JOB GOAL:** To assure the smooth and efficient operation of the building principal's office. To complete all the detail and written work that is essential to ensure the efficiency and effectiveness of the building principal's office. To contribute to the building principal's office so that it can be effective in the educational process.

**PERFORMANCE RESPONSIBILITIES:**

1. Read incoming material and sort it according to specific file system in use.
2. Clear files at designated intervals under the supervisor's directions.
3. Maintain a daily teacher attendance log and the commitment records for substitute teachers.
4. File correspondences, invoices, cards or other records in manner prescribed by the building principal.
5. Welcome visitors and arrange for their comfort. Screen unexpected calls in accordance with building procedures.
6. Maintain schedules of appointments, conferences, and interviews in accordance with building procedures.
7. Order and maintain supplies as needed in accordance with building procedures.
8. Place and receive telephone calls and record messages in accordance with building procedures.
9. Maintain a filing system, as well as a set of locked confidential files. Process incoming correspondence as instructed in accordance with building procedures.
10. Obtain, gather, and organize pertinent data as needed into usable form.
11. Transcribe dictation of various types, including correspondence, reports, notices, and recommendations in accordance with building procedures.
12. Type a variety of materials such as letters, student records, reports, memos, monthly statements from rough drafts or corrected copy as directed by building principal.
13. Operate computers, word processors, copiers and facsimile as directed by the building principal.
14. Perform various and other office duties as assigned by the building principal.

**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 Evaluation of Support Personnel.

Signed:\_\_\_\_\_ Date:\_\_\_\_\_  
(High School Principal Secretary/Switchboard Operator)

Signed:\_\_\_\_\_ Date:\_\_\_\_\_  
(High School Principal)