

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****PRINCIPAL'S SECRETARY/OFFICE MANAGER**

(Position not eligible for bargaining unit membership)

JOB GOAL

To maximize the effectiveness of the school Principal's Office, to facilitate the smooth operation of the school's office operations, and to assist the Principal with reports and records retention.

QUALIFICATIONS

1. High school diploma or approved equivalent.
2. Post secondary training is very desirable.
3. Minimum of five years of comprehensive related office experience.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

Follows instructions from the Principal and undertakes the functions as stated below:

1. Works in concert with the Principal on a wide variety of tasks necessary to forward the operation of the school district.
2. Types a wide variety of letters, communications, forms, reports and tables in a neat and accurate manner.
3. Organizes Principal, Vice Principal, Supervisor, and Coordinator monthly reports for Board meetings.
4. Obtains, gathers and organizes pertinent data as needed and assembles it into usable form.
5. Prepares and assists in filing state reports as directed.
6. Maintains a regular filing system, including confidential personnel files, and processes incoming correspondence as instructed.
7. Maintains a schedule of appointments and makes arrangements for conferences and interviews.
8. Places and receives telephone calls and records messages.
9. Order supplies with purchase orders through SMARTS Budgetary Accounting software program for staff and maintain Main Office supplies as needed.
10. Welcomes visitors and arranges for their comfort. Screens unexpected callers in accordance with pre-determined directions.
11. Serves as Office Manager.
12. Keeps supervisor informed of work progress and unusual problems/delays in completion of assigned work.
13. Uses work time in a productive manner toward completion of assigned tasks and completes routine tasks by establishing timelines.
14. Once registered into the Provisional Teacher Program (PTP), assists Principal with required paperwork and keeps track of # of weeks completed for each provisional teacher and their mentor. Completes and provides Mentoring Transfer Sheet to those that do not complete the program.
15. Maintains accounting ledgers for Student Activity Fund.
16. Collects and records monies for various student activities.

17. Prepares and makes bank deposits, writes checks and prepares bank reconciliations and month-end reports for Student Activity Fund.
18. Maintains checking account and savings account for the Student Activity Fund.
19. Runs reports related to Student Activity Fund, as requested.
20. Adheres to the policies, regulations and procedures of the Board of Education.
21. Performs other duties as requested by the Principal, Superintendent, Business Administrator or designee.

REQUIRED SKILLS/ABILITIES

1. Detail-oriented and professional.
2. Excellent written and verbal communication skills.
3. Proficient with Microsoft Office Suite and other job-related software.
4. Basic understanding of accounting principles and purchase order process.
5. Thorough knowledge of office procedures and the operation of common office equipment and machines.
6. Basic understanding of clerical procedures and systems such as recordkeeping and filing.
7. Ability to work independently and reliably.
8. Ability to proofread and correct own work.
9. Ability to type accurately at a minimum of sixty (60) words per minute.
10. Ability to transcribe recorded notes and reports of a complex nature with speed and accuracy.
11. Ability to interact with people with great tact, poise and courtesy.
12. Ability to organize and prioritize tasks including delegation of tasks when appropriate.
13. Ability to accept and follow verbal/written direction for complex projects/tasks and work through to a successful completion.
14. Knowledge of, or ability to quickly acquire, familiarity with the roles and function of the assigned department, and any specifically applicable laws or guidelines.
15. Regular attendance.
16. Prolonged periods sitting at a desk and working on a computer.
17. Must be able to lift up to 15 pounds at a time.

REPORTS TO

Principal.

TERMS OF EMPLOYMENT

Twelve-month contract. Salary and work year to be determined by the Board of Education.

EVALUATION

Performance of this job will be evaluated twice each year by the Principal utilizing the district's evaluation instrument.

*This job description is subject to change at any time.

APPROVED BY:	Cumberland Regional Board of Education
DATED:	November 30, 2010
AMENDED:	September 28, 2017
AMENDED:	September 25, 2024