

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 3.21**

**Position Title:** Principal Secretary

**Reports To:** Building Principal

**SUMMARY**

Assists management level administrators in the performance of general District responsibilities.

**QUALIFICATIONS/REQUIREMENTS**

Principal secretaries shall have earned a high school diploma or its equivalent; possess a high level of competence in secretarial skills, a working knowledge of personal computer operations and word processing software packages, and display a high degree of independent initiative and possess courteous phone etiquette.

**ESSENTIAL JOB DUTIES**

- Demonstrates proficiency in database management and spreadsheet development.
- Performs necessary functions unique to the position for which employed.
- Assumes responsibility for a variety of management tasks associated with the operation of building level offices.
- Acts as a receptionist in answering telephone calls and greeting visitors.
- Assists the building administrator in arranging appointments.
- Screens visitors to the office.
- Takes dictation, types, and proofreads correspondence, forms, and notices.
- Demonstrates proficiency in database management and spreadsheet development.
- Organizes and maintains appropriate filing systems.
- Assists in the preparation of educational reports and research documents.
- Operates office equipment.
- Maintains confidential nature of all school related matters.
- Completes periodic training, as necessary, in the operation of new office equipment. (Attends regular training sessions necessary to assist in the operations of the office.)
- Processes purchase orders and work orders
- Student data entry
- Assists employees with attendance and time sheets.
- Maintains accurate accounting records for school budget
- Coordinates Aesop, SISFIN, and SISTIME for faculty and staff.

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**OTHERS DUTIES AND RESPONSIBILITIES**

Completes secretarial tasks assigned by the Building Principal/immediate supervisor.  
Performs other duties as assigned by the Building Principal/immediate supervisor.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District Policy.

**EVALUATION**

Performance in this job will be evaluated in accordance with provisions of District Policy on evaluation of support services personnel.