

Position: Principal's Secretary**Classification: Classified Confidential****FLSA: Non-Exempt****Reports To: Principal****Range: Classified Confidential Salary
Schedule**

EDUCATION AND EXPERIENCE

Experience:

Two years of responsible clerical experience, including services involved with school age children.

Education:

High school diploma or equivalent, supplemented by training or coursework in office management, data management and retrieval system and other related areas.

SUMMARY

Under the supervision of the Principal or designee, performs and coordinates varied and responsible secretarial and responsible clerical functions relieving the Principal of clerical and routine administrative detail including making frequent contacts with parents, teachers and students.

SPECIFIC RESPONSIBILITIES

1. Acts as personal secretary to the Principal.
2. Prepares student registration, release and transfer documents.
3. Maintains student attendance records, prepares attendance reports and admits returning students to class.
4. Maintains student records, including entering test scores and other data.
5. Maintains personnel time reports and attendance records.
6. Serves as a receptionist, provides counter and phone information and makes school related appointments.
7. Prepares and types a wide variety of communication materials (sometimes independently).
8. Assists with the school supply inventory and requisitions; receives and stores supplies and materials.
9. Receives and routes incoming mail.
10. Establishes and maintains various types of files.
11. Administers first aid, contacts parents regarding ill or injured students and dispenses prescribed medication according to District Policy.
12. Coordinates and provides direction to other clerical staff.
13. Collects cafeteria money and makes deposits.
14. Assists in the assignment of substitute personnel.
15. Operates office machines and assists teachers in their use.
16. Prepares and processes input data for computerized record and management storage and retrieval system and utilizes the output reports in the office operational functions.
17. Performs other related duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Modern office practices and procedures;
- business English, proper English usage,
- spelling grammar and punctuation and basic arithmetical concepts;
- modern filing methods and operation of standard office equipment;
- basic first aid.

Ability to:

- Perform responsible secretarial and clerical functions with speed and accuracy in spite of interruptions;
- compose routine correspondence with minimal direction;
- make arithmetical calculations with speed and accuracy;
- compile and maintain accurate records and prepare clear and concise reports;
- type at a net speed of 50 words per minute;
- understand and carry out oral and written directions;
- establish and maintain effective and cooperative working relationships with school personnel, students and the general school community;
- obtain a first aid certificate issued by the American Red Cross within six (6) months of employment.