

**PRINCIPAL'S SECRETARY**

**POSITION TITLE:**

Secretary to the Principal

**PRIMARY FUNCTION:**

To perform clerical and receptionist duties as directed by the Principal.

**KEY DUTIES:**

1. Prepare daily announcements.
2. Maintain such student and district records as shall be required.
3. Receive and sort mail for the High School.
4. Serve as receptionist for the Principal.
5. Type letters and memos as requested by the Principal.
6. Route incoming calls to the principal's office.
7. Count and record all income from student activities and group activities. (Games, concession, classes, fund raisers, ect.).
8. Assume any other task assigned by the Principal.
9. Make deposits.
10. Take afternoon mail to the post office.
11. Prepare attendance reports.

**QUALIFICATIONS:**

High School education, some clerical proficiency, and experience working directly with youth.

**ORGANIZATIONAL RESPONSIBILITY:**

Will be supervised by the Principal and district's business manager.

**WORK SCHEDULE:**

7:30 a.m. – 3:30 p.m. Monday through Friday, schedule is as follows 2 weeks before and 2 weeks after the teachers, 201 days. Days off during the school year follow the annual approved school calendar.

**SALARY:**

Salary will be set by annually by the Board of Education.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to sit at a desk for the major part of a day, with intermittent walking, standing, and lifting of up to 15 pounds. Many situations require hand motion, e.g., computer keyboard, typing, and writing. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee is frequently involved in social interactions, which require oral and written communications. The employee should possess sufficient hearing to hear conversations in person and on the telephone. The employee frequently works within time constraints and maintains attentiveness intensity. The employee frequently exercises flexibility (ability to shift from one task to another).

