MOORE PUBLIC SCHOOLS

Job Title: **Secretary to Secondary Principal**

Qualifications:

Credentials: **None**

Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

Training or Experience Required: 3 years of secretarial experience. Minimum of 1 year with computer experience using word processing, databases, and spreadsheets. Minimum of 1 year working in a school system is preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates on the phone in clear, grammatically correct English. May conduct interviews if supervises other clerical staff. Trains and directs other parents students, and volunteers. May compose some correspondence for Principals.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including digital records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material.

Business Machines: Is computer literate and able to effectively utilize word processing, spreadsheet, graphics and common educational software packages. Is able to operate common office machines such as copiers, faxes, computers, calculators and multi-line telephone consoles. In addition, uses more complicated software programs consisting of word processing, spreadsheets, or those on the mainframe.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Typing Skills: Proficient skills in typing/word processing

Site: **High School or Junior High**

Reports To: **Principal**

Job Goal (Purpose of Position): Performs skilled level secretarial duties under limited supervision to assist the Principal in the efficient functioning of the school. Works with parents, children, faculty, and other schools and departments. Is responsible for assisting the Principal with all clerical and minor administrative details so he/she can work more efficiently and effectively.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. The incumbent is expected to try and resolve parental complaints but if not able to do so, will refer the caller to the principal.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce accident, injury or further illness to students. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position.

Essential Job Functions:

1. Effectively manages all communications between students, parents, school personnel, and other staff. Types on computer, word processor, or typewriter from rough draft or from other transcription devices.

2. Compiles and prepares/composes documents, reports and communications. Such reports include but are not limited to attendance, lunch count, lunch records, attendance records, state reports, office correspondence, purchase orders, honor rolls, ineligibility lists, etc.

3. Assists with registrar's function including enrolling or transferring students, creating/preparing transcripts upon request, requesting/transferring transcripts, student files, etc. Computes cumulative grade point averages for Juniors and Seniors. Updates transcripts with student grades. Works with principal, assistant principal and counselors concerning problems with transcripts and credits.

4. Assists Nurse with taking temperatures, care of minor injuries, calling parents for ill students.

5. Receives visitors, handles telephone calls, and provides assistance or technical information concerning policies, procedures, and other details. Takes and delivers messages. May assist in opening and distributing mail.

6. Assists with getting substitutes; providing orientation, and handling paychecks. Prepares time sheets and payroll and may be required to input data into manual or electronic records.

7. May assist with inventory and purchasing and simple bookkeeping activities and prepares necessary accounting and purchase order reports.

8. May operate two-way radio and intercom to dispatch information.

9. Organizes and maintains various files including student/employee files.

10. Schedules meetings and make sure all information and arrangements are taken care of.

11. Operates modern office equipment including a computer and must have knowledge of both word processing and spreadsheet software applications.

12. Handles travel arrangements, appointments, and schedules. Prepares travel and expense reports as necessary. May monitor petty cash funds.

13. Performs other secretarial duties as assigned.

Supervision exercised: An incumbent may supervise other clerical employees and perform back up for those duties as required.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the radio and telephone.

TERMS OF EMPLOYMENT:	225 days per year
SALARY:	Category B
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 8/9/1993
Revised 11/27/2000
Revised 2024-25 Negotiated Contract