MOORE PUBLIC SCHOOLS

Job Title: **Secretary to Elementary Principal**

Qualifications:

Credentials: **None**

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

Training or Experience Required: 3 years of secretarial experience. Minimum of 1 year with computer experience. 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. May train and direct parents, students, and volunteers. May compose correspondence when needed for Principals.

Has working knowledge of online applications to include but not limited to: Office 365, Microsoft WORD/Forms/Outlook/Excel and online website navigation.

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, and online websites.

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: **Elementary School**

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, email 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 strong work ethic. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (Performance Expectations):

1. Effectively manages all communications between students, parents, school personnel, and other staff. Will be entrusted with confidential information and understand the importance of keeping all confidential information private.

2. Compiles, prepares and composes documents, reports and communications. Such reports include but are not limited to attendance records, state reports, office faculty and patron's correspondence, school calendar, purchase orders, state accreditation, honor rolls, suspension quarterly reports, school supply lists, ineligibility lists, etc.

3. Assists with inventory and purchasing of supplies and non-complex bookkeeping activities and prepares necessary accounting and purchase order reports. Maintains inventories to include, but not limited to textbooks, school staff supply restocking and inventorying.

4. Prepares work orders for issuance and processing. Receives, receipts and deposits monies. Maintains ledgers/reconciliations for all accounts (general/student activity/coke/before & after care) and other monies. Including monthly balancing of all accounts every month and sending balances to principal monthly. Processes invoices for payments in a timely manner.

5. Prepares class schedules, class counts, projected enrollment, census verification, proof of residency, and letters of intent.

6. Assists with enrollment center's function including pre-enrollment, enrolling, withdrawing or transferring students, supervising the preparation and transmittal of transcripts and other official documents relating to students; etc. Prepares report cards, progress reports and school honor roll and awards. Keeps all student information updated in the computer.

7. Assists Nurse with taking temperatures, care of minor injuries, medications, calling parents for ill/injured students and other reports/records.

8. Front desk management: Receives visitors, handles telephone calls, and provides assistance or technical information concerning policies, procedures, and other details. Takes and delivers messages. Assists in opening and distributing mail.

9. 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.

10. Operates two-way radio and intercom to dispatch information.

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

12. Schedules school meetings and conferences and ensures all information and arrangements are completed. Sets up and communicates with teacher information about parent teacher conferences.

13. Operates modern office equipment including a computer/laptop and must have knowledge of both word processing, spreadsheet software applications and online website usage as required.

14. Handles appointments, and schedules

15. Prepares school related information for parents, students and faculty.

16. Assists teachers with removal and supervision of children in the office.

17. May perform other secretarial duties such as calling buses; issuing bus passes; maintaining attendance logs of staff and substitutes; coordinating homework assignments for absent students, assisting in tornado and fire drills, work orders, help desks, dismissal systems and other duties as assigned.

Supervision exercised: An incumbent may supervise an Office Assistant 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 computer, walkie and telephone.

TERMS OF EMPLOYMENT:	196 days per year
SALARY:	Category B
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

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