BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

Secretary to the Principal (Elementary)

Purpose Statement
The job of Secretary to the Principal (Elementary) is performed for the purpose of providing complex and confidential secretarial and administrative support to the school-site principal and other administrators. This role involves conveying information regarding school functions and procedures, ensuring efficient operation of support functions, and coordinating assigned projects and site activities. The incumbent interacts with all aspects of the school community and the school system.

Supervisory Relationship
Reports to: Principal

Essential Functions
- **Compile Data:** Gather data from a wide variety of sources (e.g., student information, time sheets, calendars, expenditures/budget, Internet research) to prepare reports, make recommendations, and provide information to the assigned administrator.
- **Coordinate Projects:** Manage a wide variety of projects, functions, and program components (e.g., meetings, in-service events, travel and accommodations, schedules, calendars, open house, substitute teachers, paras, website, emergency procedures, building keys distribution) to complete site processes and deliver services in a timely manner.
- **Maintain Records:** Keep a wide variety of manual and electronic documents, files, and records (e.g., budget data, employee records, financial records, reports) to provide up-to-date information and historical reference in accordance with administrative guidelines and legal requirements.
- **Manage School Funds:** Oversee school financial accounts, including receiving and depositing monies, verifying billings, requesting checks for payment, tracking financial activity, and preparing reports to execute general accounting functions for the school-based budget.
- **Monitor Activities:** Supervise a wide variety of activities on behalf of the Principal and other school personnel (e.g., program components including Title I, meeting arrangements, account balances, work order status, fire drills) to achieve goals and meet target dates in compliance with guidelines and regulations.
- **Support Student Welfare:** Monitor students referred for illness, injury, or disciplinary action, including providing medication and minor medical attention as required, to ensure student welfare and maintain a secure office environment.
- **Oversee Office Activities:** Organize office assignments, monitor progress, and ensure the completion of necessary processes within established guidelines.
- **Participate in Meetings:** Attend meetings, workshops, and trainings to provide or receive information, record minutes, and support the needs of attendees.
- **Prepare Documentation:** Create a variety of reports, documents, and correspondence, both confidential and non-confidential (e.g., letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, observations, evaluations, required State reports) to document activities, provide written references, and convey information.
- **Present Information:** Provide information on administrative procedures (e.g., department/program policies, submission procedures) to orient new personnel and disseminate information to existing personnel.
- **Process Documents:** Handle a wide variety of documents and materials (e.g., time sheets, work orders, requisitions, travel reimbursements, budget transfers) to disseminate information in compliance with administrative guidelines and regulatory requirements.
- **Procure Supplies:** Order supplies, materials, and equipment (e.g., office and instructional supplies, fundraiser raffle tickets, school picture vendor) to maintain inventory and vendor products.

- **Represent Administrator:** Act on behalf of the assigned Administrator in their absence to convey and gather necessary information for their functions.
- **Research Topics:** Investigate a variety of topics (e.g., current practices, policies, education codes) to provide accurate and up-to-date information for addressing administrative requirements.
- **Respond to Inquiries:** Address inquiries from internal and external parties (e.g., staff, parents, students, public agencies, building visitors) to provide information, facilitate communication, and provide direction.
- **Schedule Activities:** Arrange a wide variety of activities (e.g., appointments, meetings, travel reservations/accommodations, facility usage) to make necessary arrangements for the assigned administrator.
- **Support Administrative Personnel:** Assist assigned administrative personnel (e.g., maintain employee evaluation systems records, monitor documentation, manage and process payroll, monitor leave requests and substitute teacher assignments, process confidential documents) to support their functions and responsibilities.
- **Adhere to School Policies:** Follow and enforce school policies and procedures in all aspects of the job.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills
- Proficiency in operating standard office equipment and using pertinent software applications.
- Competence in planning and managing projects.
- Proficiency in office budgetary, payroll, purchasing, and related administrative activities.
- Strong written and verbal communication skills.
- Ability to develop effective working relationships.

Knowledge
- Basic math skills, including calculations using fractions, percentages, and ratios.
- Ability to read technical information, compose documents, and facilitate group discussions.
- Understanding of grammar and punctuation, basic bookkeeping principles, business telephone etiquette, and common office machines.

Abilities
- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Work with others in a variety of circumstances.
- Utilize defined processes to work with data and operate equipment using standardized methods.
- Maintain confidentiality, meet deadlines, and work with detailed information/data.
- Adapt to changing work priorities and maintain flexibility.
- Establish effective working relationships and handle multiple projects.
- Communicate with diverse groups, work as part of a team, and work with constant interruptions.

Responsibility
Work under limited supervision using standardized practices and methods. Direct other persons within a small work unit. Monitor budget expenditures. Utilize resources from other work units as required to perform job functions. Have a continual opportunity to impact the organization’s services.

Work Environment
Physical demands include some lifting, carrying, pushing, and pulling, with some stooping, kneeling, crouching, and fine finger dexterity. Generally involves 80% sitting, 10% walking, and 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience
Job-related experience with increasing levels of responsibility is required

Education
High school diploma or equivalent
Targeted job-related education with study in a job-related area is preferred

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non-Exempt

Salary Grade
SN

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.