



Secretary to the Principal (High School)

Purpose Statement

The job of Secretary to the Principal (High School) is performed for the purpose of providing complex and confidential secretarial and administrative support to the high school principal and other administrators. This role involves conveying information regarding school functions and procedures, ensuring efficient operation of support functions, supervising, and managing the operations of the school's administrative and main offices and its staff under the direction of the administrative staff, and coordinating assigned projects and site activities. The incumbent is responsible for interacting 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., training office support staff and student workers, participating in the annual performance evaluation process for support staff, attending meetings and in-service events, arranging travel and accommodations, scheduling open house and orientations, maintaining key inventory and locker assignments) to complete activities and deliver services in a timely fashion.
- **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and records (e.g., budget data, employee records, financial records, reports) to provide up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- **Monitor Activities:** Oversee a variety of activities on behalf of the Principal and other school personnel (e.g., program components, meeting arrangements, account balances, work order status) to achieve goals and meet target dates in compliance with established guidelines and regulatory requirements.
- **Support Student Welfare:** Monitor students referred for illness or disciplinary action to ensure student welfare and maintain a secure office environment.
- **Oversee Office Activities:** Organize office assignments, monitor progress, and ensure completion 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 of a confidential and non-confidential nature (e.g., letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals) 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 and materials to maintain the availability of required items.
- **Reconcile Accounts:** Manage account balances for assigned budget categories to maintain accurate financial records.

- **Represent Administrator:** Act on behalf of the assigned Administrator in their absence to convey and gather necessary information.
- **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) to provide information, facilitate communication, and provide direction.
- **Schedule Activities:** Arrange a 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 by maintaining employee evaluation systems records, monitoring documentation, managing payroll, processing leave requests and substitute teacher assignments, and handling confidential documents.
- **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

- Ability to operate standard office equipment and use 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.