

Secretary, Principal - Elementary, S4/11

JOB DESCRIPTION

POSITION TITLE MINIMUM

ELEMENTARY SECRETARY TO THE PRINCIPAL, S-4

QUALIFICATIONS

- High School graduate
- Ability to work in a demanding environment while dealing with children, teachers and parents.
- General secretarial skills
- Letter composition
- Tact, diplomacy and discretion
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

PRINCIPAL

PRIMARY RESPONSIBILITIES

1. Is computer literate in all facets of District programs i.e. Office 3000, SASI, SIMS.
2. Serves as secretary to the principal. Maintains a congenial, professional relationship with the administrator by maintaining and monitoring an organized work schedule and keeping the confidence of the administrator.
3. Coordinates operation of office. Organizes, integrates and carries out duties with a minimum of direction, including meeting deadlines, setting priorities and attending to details.
4. Serves as liaison between the principal, the school community and general public. Has knowledge of how office relates to building, district and community.
5. Uses skills needed to complete job-related tasks such as the use of office machines, filing, and typing. Acts as key operator for fax and copier machines.
6. Has responsibility of building security, i.e. admitting people into the building.
7. Processes incoming mail, telephone calls and visitors. Composes correspondence

as directed by the principal, assists with school calendar and appointments.
8. Maintains pupil and staff attendance.
9. Processes new student information, contacts previous schools for records, creates permanent records for student entering the district and notifies staff of incoming students.
10. Completes transfers and requests for records from parents and other schools for students leaving the district and/or attending summer programs, and notifies staff

of exiting students.
11. Creates purchase orders and assists in general supply order and keeps inventory of office supplies.
12. Maintains accounting of all school funds and budget. Handles field trip payments and deposits. Collects lunch monies, acts as liaison between cafeteria and school community.
13. Provides assistance to the Assistant to the Principal, nurse, custodians, lead lunch aide and PTA as needed.
14. Assists with the assignment of substitute teachers and emergency class coverage in the absence of substitutes.
15. Assists with and maintains emergency evacuation procedures.
16. Other responsibilities as assigned by the principal.

TERMS OF EMPLOYMENT 11 Months

Salary and benefits as per SOMEA Agreement