

Secretary, Principal/Office Manager - High School, S5/12

JOB DESCRIPTION

POSITION TITLE MINIMUM

Secretary to the Principal/Office Manager – Columbia HS
College preferred

QUALIFICATIONS

Secretarial skills and a high degree of computer literacy that includes the use of Microsoft Office Applications

Experience in secretarial work experience (preferably in a school setting), which demonstrates computer proficiency a plus

Strong organizational, leadership, writing and interpersonal skills

Ability to interact with the general public with extreme tact, discretion and diplomacy

Ability to multitask and work under pressure

Participates in the development of a work environment that is supportive to the educational goals of the school

Knowledge of bookkeeping and basic business functions

Required criminal history background check

Proof of U.S. citizenship or legal resident alien status

REPORTS TO JOB GOAL(S)

High School Principal

To assist the High School Principal in a wide variety of activities and responsibilities

PRIMARY RESPONSIBILITIES

1. Serves as secretary to the principal and to maintain the confidences of the office
2. Serves as liaison between the principal and the school community and the general public
3. Coordinates efficient operation of office and oversees work of the secretarial staff including mail distribution, office coverage, mass mailings and distributions
4. Maintain principal's calendar and appointments

Maintain calendar for the use of conference room
5. Responsible for the organizing of meetings including (but not limited to) the preparation, copying and distribution of related materials, securing a meeting location, meeting reminders, ordering of refreshments.
6. Maintain accurate records of monthly suspension and fire drills – prepare monthly report for superintendent's office
7. Maintain school personnel files and assists with staff attendance
8. Responsible for the orders of general and specific school supplies, paper, and student activities related expenses (including all aspects of graduation/end of year expenses) through purchase orders and high school trust fund.
9. Assists the assistant principal's office with graduation
10. Assists in the assigning of all daily substitutes and period coverages and computer posting of same.
11. Assists in the preparation and distribution of arrearage list(s).
12. Cooperates with the main office support staff on a wide range of activities
13. Other such duties and responsibilities as may be assigned by the administrator

TERMS OF EMPLOYMENT Months 12

Salary per SOMEA contract