

# Secretary, Principal/Office Manager - Middle School, S4/12

## JOB DESCRIPTION

**POSITION TITLE**  
**MINIMUM**

S-4 SECRETARY TO PRINCIPAL/OFFICE MANAGER

**QUALIFICATIONS**

- High School graduate
- General clerical skills
- Letter composition
- Organizational skills
- Knowledge of bookkeeping
- Strong technology skills
- Tact, diplomacy, discretion
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO**

**PRINCIPAL**

### PRIMARY RESPONSIBILITIES

- 1.**Coordinates efficient operation of office and oversees work of clerical staff.
- 2.**Serves as secretary to the school principal.
- 3.**Serves as liaison between the principal and the school community and general public.
- 4.**Operates office machines.
- 5.**Has general clerical responsibilities.
- 6.**Composes correspondence as directed by the principal.
- 7.**Assists with school calendar/appointments.
- 8.**Has basic knowledge of all office procedures.
- 9.**Assists with training of new office personnel.
- 10.**Assists with general supply order as necessary.
- 11.**Assists in class coverage.
- 12.**Completes purchase orders.
- 13.**Maintains building budget.
- 14.**Organizes communication among all building secretaries.
- 15.**Coordinates all outgoing school communications.
- 16.**Performs other duties as assigned by principal.

**TERMS OF EMPLOYMENT** 12 Months

Salary and benefits as per SOMEA Agreement