



JOB DESCRIPTION
Secretary to Principal - Senior High School

JOB DESCRIPTION:

The Secretary to the Principal, under the direct supervision of the Principal, ensures the efficient operation of the administration office and provides clerical services for the school's administrative staff.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- One to three years of secretarial experience

ADDITIONAL REQUIREMENTS:

Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to work well with children, parents, staff, and the general public
- Proficient typing, word processing, and file maintenance skills
- Effective organizational, communication, and interpersonal skills
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
- Knowledge of basic accounting principles

DUTIES AND RESPONSIBILITIES:

1. Supervises and coordinates the preparation of accurate correspondence and related papers.
2. Receives all visitors to the principal's office. Supervises educational secretaries.
3. Arranges and coordinates appointments and telephone conferences for the principal.
4. Assists Budget Manager when needed.
5. Types and reproduces the faculty and student handbooks.
6. Maintains up-to-date substitute and faculty and student handbooks.
7. Back up for substitute administrator.
8. Prepares staff and faculty absence from duty reports.
9. Verifies time sheets for all support and auxiliary personnel.
10. Prepares clearance papers for all exiting employees.
11. Operates the office computer and instructs and assists teachers in the operation of technical business machines.
12. Prepares stencils and reproduces mimeographed material for school distribution.
13. Distributes correspondence to assistant principals.
14. Handles all incoming calls to campus prior to 7:30 AM daily, and relieves receptionist on switchboard.
15. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to read, concentrate, communicate (verbally and written), interpret, reason, understand verbal instructions, memorize, coordinate, compile, compute, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds), work with frequent interruptions, balance, stoop, kneel, push, pull, reach, perform repetitive hand motions, may work prolonged or irregular hours, may travel in district, and statewide occasionally.

SUPERVISORY RESPONSIBILITIES:

Monitors the work of campus secretaries, clerical aides and student aides

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 7

Days: 226

Wage/Hour Status: Nonexempt

Updated: July 23, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.