



JOB DESCRIPTION
Secretary to the Principal - Elementary

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The Secretary to the Principal under the direct supervision of the Principal, ensures the efficient operation of the school's administration office, provides clerical services for the school's administration staff, and ensures the efficient file maintenance of the school's finance, cash, and budget accounts.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED
- One to three years secretarial experience, preferably in a public education environment or equivalent

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- 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
- Ability to meet established deadlines

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position.
2. Maintains the general office files.
3. Receives school money, accounts for receipts, prepares bank deposits, writes checks, and maintains the accounts in the school activity fund where applicable.
4. Balances bank statements and records for audit.
5. Coordinates appointments for conferences with principal, assistant principal, counselor and all teachers. Receives and distributes mail.
6. Instructs and assists teachers and aides in the operation of office machines if needed.
7. Prepares materials for school distribution.
8. Prepares and keeps such reports as may be required by the principal, assistant principal, district and other authority.
9. Greets visitors to the school in a professional and pleasant manner.
10. Answers office telephone and responds appropriately to request for information.
11. Completes necessary forms for entering and withdrawing students.
12. Maintains record of sick leave and prepares absence from duty forms and time sheets for custodial and paraprofessional staff.
13. Keeps current list of students by room.
14. Assists with the placement of substitute teachers as needed.
15. Assists with teacher absentee records.
16. Types correspondence for all school staff.
17. Checks in tardy students supplying them with a tardy slip.
18. Creates and maintains all student cumulative records.
19. Assures the coverage of the clinic when the health aide is at lunch, on break or unavailable.
20. Coordinates morning announcements, aids the students in making these daily announcements. Makes any necessary afternoon announcements.
21. Dispenses supplies to all faculty members throughout the year.
22. Assists with supervising students on in school suspension.

23. Prepares all work orders.
24. Posts and records all purchase orders and requisitions.
25. Responsible for scanning visitors/volunteers using the Raptor system.
26. Responsible for making/answering calls using the campus PA system.
27. Responsible for submitting Payroll substitute teacher information in a timely manner.
28. 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 communicate effectively (verbal and written), concentrate, interpret procedures, and data: reason, read, understand verbal instructions, coordinate, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds), sit, stand, performs repetitive hand motions, works with frequent interruptions, and prolonged use of the computer. May work with noise extremes.

SUPERVISORY RESPONSIBILITIES:

Monitors the work of the clerical aides and office help

EQUIPMENT USED:

Basic Office Equipment

Paraprofessional Pay Grade: 7

Days: 210

Wage/Hour Status: Nonexempt

Updated: April 6, 2009

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.