



**JOB DESCRIPTION**  
**Secretary to the Principal of Judson Learning Academy**

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The Secretary to the Principal of Judson Learning Academy, under the direct supervision of the Principal, ensures the efficient operation of the school, handles confidential information and has frequent contact with students, employees and the general public.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

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

**ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

**KNOWLEDGE / SKILLS / ABILITIES:**

- Proficient Typing, key boarding, and file maintenance skills
- Knowledge of correct English usage, grammar, spelling, and punctuation
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
- Knowledge of basic accounting principles
- Effective organizational, communication, and interpersonal skills

**DUTIES AND RESPONSIBILITIES:**

1. Coordinates accurate correspondence, reports and related papers for the campus.
2. Maintains the general office files, makes routine decisions concerning office and school operations.
3. Prepares requisitions and invoices required for the campus.
4. Coordinates the personnel applications process with personnel to assure timely completion of applications and clearances of prospective employees and contractors.
5. Maintains knowledge of programs to answer questions from visitors or telephone callers.
6. Makes a routine decision in accordance with established priorities and policies of financial accounting.
7. Maintains a record of purchased items to ensure that expenditures are within the adopted budgetary limitations. Requests appropriation transfers within budgets as necessary.
8. Reconciles all budget accounts on a monthly basis.
9. Verifies, prepares and submits supplementary pay sheets and travel reimbursement forms to district office in a timely manner.
10. Maintains inventory and orders all supplies and materials.
11. Prepares staff and faculty absent from duty reports.
12. Assists in the registration for school.
13. 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:** Communicate effectively orally and in writing, ability to concentrate on specific assignments, interpret procedures, reason, understand verbal instructions, read, coordinate. Maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry light weight (under 15 pounds), reach, stoop, bend, perform repetitive hand motions, hear, speak, and possess visual acuity. Repetitive hand motions. Work irregular and sometimes prolonged hours.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment

Personal computer

**Paraprofessional Pay Grade: 6**

**Days: 202**

**Wage/Hour Status: Nonexempt**

**Updated: December 8, 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.*