

**Job Title:** Secretary to Principal**Exemption Status:** Non-Exempt**Reports to:** Campus Principal**Date Revised:** 10.2021**Dept./School:** Assigned Campus

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**Primary Purpose:**

Ensure efficient operation and reception of school administrative office and provide clerical services for the administrative staff for the efficient operation of the campus office.

Maintain accurate attendance records for the campus. Perform data entry including attendance, Public Education Information Management System (PEIMS) data, and grades.

Maintain student academic records at the campus level. Process student enrollment, transfers, and withdrawals for the campus.

**Qualifications:****Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Proficient keyboarding and file maintenance skills

Ability to use software to develop spreadsheets, databases, and do word processing

Ability to maintain accurate and auditable records

Knowledge of basic accounting principles

Ability to follow verbal and written instructions

Ability to perform a variety of tasks often changing assignment on short notice

Effective organizational, communication, and interpersonal skills

**Experience:**

3 years of secretarial experience preferred

**Major Responsibilities and Duties:****Records, Reports, and Correspondence**

1. Prepare campus communications, correspondence, forms, manuals, reports, purchase orders, and payment authorizations following district standards and requirements.
2. Maintain a daily teacher attendance log and records for substitute teachers. Monitor and process time records including leave requests and reports. Compile information and submit to central office according to established procedures and deadlines.
3. Maintain campus calendar of events.
4. Compile, maintain, and file all reports, records, and other documents as required. Maintain student records according to established procedures.

5. Maintain student academic records and process requests for information and transcripts. Process new student records, including requesting transcripts and records from other schools.
6. Coordinate grade reporting process, including verification and correction of grades and preparation and distribution of report cards.
7. Assist with the enrollment, withdrawals, and transfer of students.
8. Assist campus administration and counselors with the preparation of reports and student data information.
9. Collect and enter attendance and PEIMS data into established database and verify accuracy according to prescribed procedures.
10. Maintain student records and process requests for student information and transcripts. Process new student records, including requesting transcripts and records from other schools.
11. Assist parents, students, and faculty with questions regarding student attendance.
12. Contact parents/guardians to verify student absences as needed and report attendance problems to designated administrator.

**Reception and Phones**

13. Receive incoming calls, take reliable messages, and route to appropriate staff.
14. Assist students, teachers, and parents as needed.
15. Greet and direct campus visitors. Maintain visitor log and issue visitor passes.
16. Assist parents in checking students in and out of school.
17. Prepare and distribute student identification cards, bus passes, and parking stickers.
18. Assist with the receipt and distribution of student materials, including homework requests.
19. Receive, sort, and distribute mail, messages, documents, and other deliveries.
20. Schedule meetings and appointments and maintain calendar for principal.

**Accounting and Inventory**

21. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity check register(s) and ledger(s).
22. Coordinate the ordering and distribution of all graduate materials, including caps and gowns and diplomas.
23. Prepare and process purchase orders and receive, store, and issue supplies and equipment.
24. Maintain inventory of fixed assets, equipment, and supplies.

**Other**

- 25. Assist with planning, preparation, and setup of faculty meetings and campus activities.
- 26. Sort, distribute, or deliver mail and other documents.
- 27. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
- 28. Maintain confidentiality.
- 29. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

None

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by

Date

Received by

Date