

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Secretary, High School Principal</b>
<b>Department:</b>	<b>North Kingstown High School</b>
<b>Reports to:</b>	<b>NKHS Principal</b>
<b>Supervises:</b>	

<b>Description of job:</b>
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**SUMMARY OF RESPONSIBILITIES:**

Responsibility for a range of duties supporting the office of High School Principal including financial records, budgetary responsibilities, staff, parent and community communications, supplies, correspondence, appointments and office supervision. Serves as Office Manager for High School administrative functions.

**ESSENTIAL FUNCTIONS:**

1. Serves as principal's and school receptionist, greeting visitors and students personally or via phone, determining needs and responding appropriately to requests. Screens callers and responds to requests for information making understanding of school policies and protocols a necessity. Answers front door using security protocol.
2. Personal and confidential secretary to the principal involving access to personal information involving students, families and staff members.
3. Provides work assignment and direction to High School administrative staff. Organizes all high school clerical staff when necessary for bulk mailings and parent information distribution.
4. Maintains and monitors the High School budget; identifies areas of concern for follow up by the High School principal. Responsible for entering purchase requisitions for all high school departments into MUNIS and following up with principal approval.
5. Maintains record of staff evaluations. Follows up to ensure that evaluations are completed in a timely fashion. Schedules multiple meetings with teachers s mandated by the Evaluation System. Compiles all evaluations at year's end including teachers and support to copy and send to Human Resources.
6. Maintains schedule of appointments and makes arrangements for conferences and interviews.
8. Obtains, compiles and organizes data on a range of subjects and prepares draft summaries or reports for review by the High School Principal.
9. Manages the NKHS Student Activity Fund in MUNIS. Records all deposits, transfers and balances. Responsible for month reconciliation reporting to the Business Office.
10. Facilitate meetings with graduation committee throughout the year. Verifies list of graduates with the Guidance Department and Special Education department and orders diplomas. Based on final list produce final program and coordinate with outside printer.
11. Performs other duties and responsibilities as required by the High School Principal.

<b>Protective Personal Equipment:</b>	n/a
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<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium: X</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
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**Classification Key:**

- Sedentary** – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;  
**Light** – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;  
**Medium** – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;  
**Heavy** – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;  
**Very Heavy** – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

<b>Driving Requirements:</b>	None: X	Manual:	Automatic:
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<b>Work Environment</b>
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<b>Floor Surface:</b>	Tile and/or carpet
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## North Kingstown School Department

<b>Inside:</b>	Up to 100%	<b>Outside:</b>	Up to 5%
<b>Lighting:</b>	Incandescent or Fluorescent		
<b>Vibration:</b>	n/a		

### PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 35 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.	X					

PUSHING/PULLING						
Maximum push/pull: 10 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.	X					
20 – 35 lbs.	X					
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling		X			
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			

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Reaching – Horizontal			X		
Grasping			X		
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

**FREQUENCY KEY:** *Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)*

### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience:

Associates Degree with coursework in administrative procedures, teamwork, problem solving, and planning; Three to four years administrative or clerical experience in an office environment or an equivalent combination of education and/or experience.

### License/Certificate/Certification:

n/a

### Technological and/or Technical Skills:

Technological proficiency in major computer software including Microsoft Office, ASPEN, AESOP, Google and Quicken.

### Communication Skills:

Capability of responding simultaneously to a variety of requests from internal colleagues, maintaining sensitivity to needs of parents, students and community members, and ensuring overall satisfaction as a primary objective. Strong communications skills including excellent diction.

### Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner.

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### Interpersonal and Problem solving skills:

Ability to interface with parents, students, and members of the public in a pleasing manner. Ability to effectively handle public complaints and issues utilizing a personable problem solving approach. Ability to maintain complete confidentiality on all school, administrative, family and student issues.

### Terms of Employment:

Per North Kingstown Education Support Professional Contract

### Evaluation:

Per North Kingstown Education Support Professional Contract

**Date: 10/2016**