

Job Title: Principal Secretary

Wage/Hour Status: Non-Exempt

Reports to: Principal

Pay Grade: Admin/Support 3

Dept./School: Assigned Campus
School

Days: 207/Elementary School
226/Middle and High

Primary Purpose:

Ensure efficient operation of school administrative offices and provide clerical services for school's administrative staff when needed.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient 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

Experience:

Two years secretarial experience, preferably in public education environment

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare written correspondence, forms, schedules, or reports using a personal computer.
2. Schedule meetings and appointments and maintain calendar for the assistant principal.
3. Maintain and record DAEP/JJAEP students; keep up-to-date records on expectant students
4. Enter discipline records into TEAMS.
5. File truancy on students. (activate paperwork)
6. At Risk Reports every six weeks.
7. Verify attendance for the Texas Department of Human Services and other services.
8. Send for students for discipline purposes and enter information in computer.

9. Distribute tardiness; assign D-Halls; do necessary paperwork.
10. Process ARD invitations and send to appropriate parties.
11. Distribute and collect free lunch forms and school insurance forms; process and send to appropriate personnel.
12. Assist teachers with information pertaining to Special Education students.
13. Assist SRO officer with students and parents.
14. Assist probation officers and judge offices with records of attendance, grades and discipline.
15. Assist students, teachers, and parents as needed.
16. Receive incoming calls, take reliable messages, and route to appropriate staff
17. Prepare instructional materials, meeting agendas, honor rolls, graduation lists, and campus communication as requested, using typewriter or personal computer.
18. Maintain a daily teacher attendance log and records for substitute teachers.
19. Monitor and process personnel time records including leave requests and reports. Compile information and submit to central office according to established deadlines.
20. Maintain school calendar of events.
21. Schedule meetings and appointments as needed.
22. Assist students, teachers, and parents as needed.
23. Receive incoming calls, take reliable messages, and route to appropriate staff.

Accounting and Inventory

24. Perform routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records.
25. Prepare and monitor purchase orders process.
26. Assist with coordination of faculty meetings and campus activities.
27. Maintain inventory of fixed assets, equipment, and supplies.

Other

28. Sort, distribute, or deliver mail and other documents.

- 29. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
- 30. Maintain confidentiality.
- 31. Perform other duties as assigned

Supervisory Responsibilities:

Monitor the work of campus secretaries and clerical aides.

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Frequent sitting and standing; 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 (less than 15 pounds); occasional physical restraint of students to control behavior

Environment: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel

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

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 _____