

Secretary to Principal – High School
Marshall Public School District Job Description

Position Title: Secretary to Principal, High School

Department: Building

Reports To: Principal

SUMMARY: Serves as confidential secretary to the principal and as a facilitator for the school public being served.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Makes and receives telephone calls, takes messages, routes calls. Maintains school records and files for building, principal and related requirements. Serves as confidential secretary to principal.
- Distributes mail for entire building.
- Reviews principal's mail, brings attention to important pieces of mail. Greets all visitors.
- Types, prepares, distributes, files records/reports, correspondence etc. related to building functions and principal needs.
- Attend Open House and parent teacher conference.
- Distributes orders to proper rooms
- Orders supplies for office
- Makes deposits for classroom fees, registration fees, etc.
- Keeps track of certified and classified staff attendance and call in substitute teachers
- Runs, prints and mails grade cards and progress reports to parents

SUPERVISORY RESPONSIBILITIES: None

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) and one year previous office experience.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

TERMS OF EMPLOYMENT: Twelve month employee. Salary to be established by the Board.