

**9.10.07**

**SECRETARY FOR ELEMENTARY SCHOOL  
PRINCIPAL**

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**Reports To:** Principal

**Dept/Campus:** Assigned Campus

**Wage/Hour Status:** Nonexempt

**Length of Contract:** 220 - 240

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**PRIMARY PURPOSE/FUNCTION:**

Facilitate the efficient operation of the school/department administrative office and provide clerical services for the administrative staff.

**QUALIFICATIONS:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of school district organization, operations, and administrative policies

Excellent and effective organization, communication, and interpersonal skills

Ability to use personal computer and software to develop spreadsheets, databases, and perform word processing

Ability to use Internet and e-mail

Proficient typing, keyboarding, and file maintenance skills

Calm and patient demeanor

**Experience:**

One to three years of secretarial/clerical experience preferably in a public education environment

The Board may find appropriate and acceptable alternatives to the above qualifications.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all district patrons.
4. Type all written correspondence; receive and properly route incoming calls and mail to appropriate personnel.

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5. Accurately maintain and update files, manuals, handbooks, and logs as assigned.
6. Assist in ordering, storing, and distributing supplies and equipment and the management of fixed assets of the campus/department as assigned by administrator.
7. Assist in the preparation and documentation of ceremonies, workshops, staff development, drills, etc. as needed.
8. Schedule meetings and appointments and maintain calendar of events for assigned administrator or supervisor.
9. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions including state and local attendance and APSCN policies when applicable.
10. Maintain accurate administrative records and prepare required reports, student grade reports, and other campus/departmental reports if required.
11. Monitor personnel time records and other campus/department records.
12. Accurately manage campus accounts and enter purchase orders as approved by administrator.
13. Assist nurse with clerical duties and upkeep of student files when required and administering medicine.
14. Maintain physical and computerized records including student cumulative folders and class rosters.
15. Process new student records, including requesting transcripts and records from other schools, setting up cumulative folder, and entering student data into appropriate databases.
16. Process and transmit request for student information.
17. Assist counselors with the enrollment, withdrawals, and transfer of students and process applicable records.
18. Assist campus administration and counselors with the preparation of reports and student data information.
19. Present for students a positive role model that supports the school climate and mission of the school district.
20. Effectively communicate with colleagues, students, and parents.

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21. Demonstrate behavior that is professional, ethical, and responsible.
22. Attend professional growth activities and training.
23. Assign substitute teachers as requested by principals, maintain timesheets and teacher absences.
24. Perform other duties as assigned by principal.

**EQUIPMENT USED:**

Computer, typewriter, printer, calculator, audiovisual equipment, copier, and telephone system (if applicable)

**WORKING CONDITIONS:**

**Mental Demands:**

Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress; manage others in a non-coercive manner, maintain a clear focus on customer service

**Physical Demands:**

Repetitive hand motions; prolonged use of computer; ability to work with frequent interruptions; moderate standing, stooping, bending, and lifting

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Date Adopted: August 2, 2007  
Last Revised: August 19, 2014

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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 that may be required.

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Employee

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Date

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Supervisor

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Date