

Secretary to the Principal (High School)

Purpose Statement

The job of Secretary to the Principal (High School) is done for the purpose/s of providing complex and confidential secretarial and administrative support to the high school-site principal and other administrators; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; supervising and managing the operations of the school's administrative and main offices and its staff under direction of the administrative staff; and coordinating assigned projects and site activities. Incumbent is responsible for interacting with all aspects of the school community and the school system.

This job reports to Principal

Essential Functions

- Compiles data from a wide variety of sources (e.g. student information, time sheets, calendars, expenditures/budget, Internet research, etc.) for the purpose of preparing reports, making recommendations, and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, functions and/or program components (e.g. training office support staff and student workers; participates in annual performance evaluation process for support staff, attends meetings and in-service events, arranges travel and accommodations, schedules open house and orientations, maintains key inventory and locker assignments, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety of activities on behalf of the Principal and/or other school personnel (e.g. program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- Oversees the work activities within the office (e.g. supervises, manages, schedules, trains, monitors the work of office support staff, etc.) for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, reports for state, district and building, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information on administrative procedures (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Processes a wide variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.

- Procures supplies and materials for the purpose of maintaining availability of required items.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Represents assigned Administrator in their absence for the purpose of conveying and/or gathering information required for their functions.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing project; and performing basic bookkeeping and record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; and common office machines.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; interacting with all aspects of the school community and the school system; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.
Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing: **Certificates and Licenses**

Continuing Educ. / Training: **Clearances**
Criminal Justice Fingerprint/Background Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt		SN