

## SECRETARY TO THE PRINCIPAL – MIDDLE, ELEMENTARY AND ALTERNATIVE SCHOOL

### DEFINITION

Under direction, to act as secretary to the principal at an middle, elementary or alternative school; to relieve the principal of routine administrative and clerical duties; to maintain good public relations with students, staff, parents and the general public; and to do related work as required.

### EXAMPLES OF DUTIES

#### Middle School

Acts as secretary to an middle school principal; attends meetings, takes notes and prepares minutes; screens visitors and phone calls; maintains the principal's confidential files; makes arrangements for meetings and other functions; interviews callers and confers with parents and teachers in person or by telephone; gives general and specific information to teachers, students and the public on the policies and procedures of the school; supervises office practice students; maintains expenditure records for individual department accounts and establishes and closes out accounts; checks reports, records and other materials for accuracy, completeness and conformity with established standards; greets substitute teachers, providing necessary information assistance and school keys; may render first aid to students and contacts parents/guardians; schedules parent conferences; maintains supplies and coordinates and supervises requisitioning, recordkeeping and distribution; submits requests for and follows through on completion of building and equipment repair; composes correspondence or reports on own initiative or from marginal notes of oral or written directions; types letters, circulars, reports and other documents; compiles reports and other materials requiring the use of independent judgment and initiative in assembling and categorizing the data; maintains and prepares attendance reports for employees; maintains petty cash fund; assists principal in compiling budgetary data; assists in registration of students.

#### Elementary School

Acts as secretary to an elementary school principal, performing a wide variety of secretarial and clerical duties; serves as a receptionist, providing information and assistance to students, faculty, parents and the general public, and routing calls as necessary to proper office or person; types a variety of materials such as forms, guides, schedules, correspondence, memos, confidential reports, agenda and handbooks; maintains a variety of records and files; serves as recording secretary at committee and other meetings; may supervise and coordinate the work of students; maintains a variety of payroll and personnel and personnel records and files; assists in budget preparation and control activities; greets substitute teachers and provides them with information, assistance and room keys; renders first aid and contacts parents/guardians to pick up sick or injured children; schedules parent conferences; maintains and fills supply orders;

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schedules a variety of meetings and appointments for the administrator; opens, screens and routes mail; operates a variety of office machines including copy machines; assists in enrolling new students; maintains petty cash fund records; assists in the preparation of office and school budgets; requisitions materials and supplies; maintains school calendars; assists in the preparation of office and school budgets; requisitions materials and supplies; maintains school calendars; assists in the preparation of a variety of general secretarial and clerical duties.

### Alternative School

Acts as secretary to a alternative school principal, performing a wide variety of clerical, secretarial and administrative support duties; composes correspondence or types from rough draft; maintains the official permanent school records of alternative school students; evaluates and records semester credits earned and subject grades of incoming students; assists with the preparation of the budget; provides clerical services for teachers; prepares reports or data for reports; receives visitors and answers telephone, answering questions and providing information about the school and its programs; takes messages for staff members and other personnel assigned to or working at the school; maintains a variety of payroll records and prepares reports; greets substitute teachers, assuring they all have necessary information; collects and accounts for money; renders first aid and calls parents/guardians to come for sick children; schedules parent conferences; maintains supplies; orders, checks out and returns supplies; submits equipment requests; assists the staff in communicating with the principal; has contact with outside agencies and other school districts and prepares special reports; attends meetings and takes notes; maintains expenditure records; may assist in the registration of students.

## REQUIRED QUALIFICATIONS

### Knowledge of:

- Modern office methods and practices, including filing systems, receptionist and telephone techniques, and letter and report writing;
- Basic computer skills;
- Correct English usage, spelling, grammar, and punctuation;
- Requisitioning, payroll, and timekeeping practices;
- Modern office machines and equipment;
- Principles of supervision and training.

### Ability to:

- Perform a wide variety of responsible secretarial and clerical work;
- Learn, interpret and apply school rules, laws and policies with good judgment;
- Inspire the confidence of students, faculty, and parents;
- Make arithmetical calculations rapidly and accurately;
- Compose a variety of correspondence independently;
- Compile and maintain accurate and complete records and reports;

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Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness;

Assume responsibility and use good judgment in recognizing the scope of authority delegated;

Operate a computer;

Type at a speed of 45 words per minute from clear copy;

Train and supervise student and clerical help.

Training and Experience:

Two years of secretarial or clerical experience, preferably including substantial recordkeeping and public contact duties.