

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: PRINCIPAL'S SECRETARY

DEPARTMENT: SALISBURY

REPORTS TO: PRINCIPAL

DEFINITION:

Serve as secretary/administrative assistant to one or more administrators; to assist the administrator by relieving him of administrative details, and to do related work as required.

EXAMPLES OF DUTIES:

Performs a wide variety of managerial, secretarial and clerical duties for one or more administrators such as a school principal. Essential duties and responsibilities include the following:

- Development of timelines for deadlines.
- Compiles, calculates and prepares data for and types detailed reports.
- Prepares and types a variety of material, including material of a confidential nature, letters, reports, bulletins, memoranda, and other documents.
- Interviews, screens and collects necessary data as required from a variety of office contacts and either answers questions concerning programs, meetings, school activities, schedules, courses, etc., or refers persons to another source.
- Takes and transcribes dictation.
- Independently composes reports, letters requesting or giving information or letters dealing with routine school activities.
- Handles school related monies, prepares bank deposits and maintains related records.
- Receives, opens and routes mail.
- Maintain calendar for administrator.
- Assists with work of other personnel.
- Designs, prepares and monitors budgets.
- Prepares input data for a computerized record management, storage and retrieval system.
- Monitors the registering and programming of students, including assisting counselors and parents.
- Performs duties of registrar.
- Performs duties of attendance clerk, including statistics and related reports.
- Initiates and processes incoming students.
- Maintains student records including transcript of record, health and immunization, confidential file, etc. while keeping faculty abreast of developments.
- Dispense medicine to students.
- Regulates records and prepares reports related to school program operations such as attendance, purchases, transportation, and standardized testing.
- Orders and inventories office and/or instructional supplies.
- Coordinates school events and activities, school calendar, class and staff schedules.
- Makes arrangements for and schedules meetings, conferences, classes.

- Attend and/or take minutes for school meetings and conferences.
- Maintains, compiles and solicits data for financial and statistical records and reports.
- Sets up, revises, and supervises the maintenance of record keeping and filing systems.
- Supervise and review the work of student assistants.
- Performs related duties as required.
- May assist in providing social/emotional and behavioral outreach information to students and refer to the counselors as needed.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE OF:

- School and district policies, codes, laws, rules and regulations.
- Modern office methods, procedures and practices, and bookkeeping procedures and practices.
- Computer applications and technology.

ABILITY TO:

- May require the ability to take and transcribe dictation.
- May require the ability to have an accurate keyboarding rate of 60 wpm.
- Establish and maintain effective relationships as required in the performance of duties.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Requires the mobility to stand, stoop, reach and bend
- Perform lifting, pushing and/or pulling of objects which does not exceed 50 pounds.

ENVIRONMENT:

- Indoor environment/temperature – normal climate.
- Continuous interaction with students, public and staff.
- Noise level in the work environment is usually moderate.

EXPERIENCE AND EDUCATION:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE:

- Five years of secretarial experience, preferably in the educational field.
- Experience working with and on behalf of students.

EDUCATION:

Equivalent to completion of high school, including or supplemented by coursework or training in clerical areas.

LICENSE REQUIREMENT:

- May require a keyboarding certificate (60 WPM) depending on assignment.