



Job Title:	Secretary to the Assistant Principal	Wage/Hour Status:	Non-Exempt
Reports To:	Assistant Principal	Pay Grade:	Paraprofessional pay group 3
Dept. /School:	Assigned Campus	Date Revised:	10/03/2011

Primary Purpose:

Ensure efficient operation of the school office and provide clerical services for school's administrative staff.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient typing, word processing, and file maintenance skills
Effective organizational, communication, and interpersonal skills
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
Knowledge of basic accounting principles

Experience:

One to three years secretarial experience, preferably in public education environment

Major Responsibilities and Duties:

Records, Reports, and Correspondence:

1. Prepare written correspondence, forms, schedules, or reports using personal computer or typewriter.
2. Maintain a daily teacher attendance log and records for substitute teachers.
3. Maintain school calendar of events.
4. Schedule meetings, appointments and maintain calendar for associate principal(s).

Reception and Phones:

5. Assist students, teachers, and parents as needed.
6. Receive incoming calls, take reliable messages, and route to appropriate staff.

Files:

7. Maintain physical and computerized files including office supplies and office communication.
8. Update handbooks, policy manuals, and other documents as assigned.

Other:

9. Any duties as assigned by the principal.
10. Maintain confidentiality.
11. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, typewriter, printer, copier, fax machine, and calculator.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.