Secretary To School Principal

Primary Function

To assure the smooth and efficient operation of the school office in support of services to children and their families.

Organizational Relationships

The Building Secretary reports directly to and assists the building administration.

Qualifications

- Graduation from high school.
- Proficient skill in English composition, grammar and spelling. Demonstrated skill in working with the public and communications.
- Working knowledge of office technologies including phone, fax, database, and word processing.

Performance Responsibilities

1. Maintain high standards of public relations at all times through correspondence, face-to-face public encounters or by telephone; proper telephone etiquette is required at all times.
2. Welcome visitors and arrange for their comfort. Maintain a log of visitors of the school. Report the presence of any visitor in the building who bypasses the principal's office or any unusual behavior on the part of visitors.
3. Place, receive, and route incoming calls; record messages.
4. Work effectively with staff members, students, and community members.
5. Perform usual office routines and procedures.
6. Maintain confidentiality, assist teachers as directed by the Building Principal.
7. Process purchase order requests; check-in and route incoming orders.
8. Maintain student records in accordance with School Code and Board of Education policy.
9. Prepare reports, correspondence, newsletters, as necessary.
10. Maintain daily logs and the concomitant records for teacher attendance and substitute teachers.
11. Maintain a regular filing system and process incoming correspondence as instructed.
12. Procure substitutes in anticipation of absences.
13. Coordinate maintenance of office equipment such as copy and phone systems.
14. Maintain orderly office environment; order and maintain supplies as needed.
15. Perform bookkeeping tasks associated with this position, including the student activity, petty cash, and purchase order accounts.
16. Practice minimal first-aid as required, in the absence of the nurse.
17. Perform various other related office duties as assigned by the Building Administration.

Terms of Employment

218 work days. Salary and work year established by the Board of Education and Support Council Agreement.

Evaluation

Performance will be evaluated in accordance with the Support Council Agreement.

Revised: 9-Feb-01