

Vail School District Job Description

Job Title: Principal's Secretary

Department: School

Reports To: Principal

FLSA Status: Non-exempt

Classification: Level 10

Revised: August 23, 2012

SUMMARY: Assure a smooth and efficient operation of the school office as well as perform clerical duties for the principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Process a wide variety of paperwork including leave requests, travel requests, field trip request, attendance, payroll, PARS, injury reports, student activity forms, and student screening forms.

Perform secretarial duties for Principal, including scheduling appointments, processing incoming mail, word processing, copying, answering phones, distributing staff bulletins and school newsletters.

Assist teachers and parents as needed.

Maintain an organized and visually pleasant office.

Greet students, parents, and community members.

Maintain student records as required.

Maintain appointments for the principal to minimize waiting by staff and visitors.

Type evaluations and handle confidential information.

Order office supplies and maintain supply inventory.

Record staff absences and coordinate with substitute coordinator.

Provide secretarial and clerical support to administrators.

Prepare Site Council packets.

Post and distribute Governing Board meeting agendas and notices.

Sort, process and distribute incoming and outgoing correspondence.

Assist with incoming phone calls from staff, parents, and general public.

Assist office clerk/registrar with registration and withdrawal of students.

Present a positive image of the school to students, parents, and community.

Assists in maintaining student records.

Maintain an office filing system.

Maintain the student database; produces reports as required by regulations and guidelines.

Maintain the District Policy Manual.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

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

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED). 1-3 years previous experience as a secretary or clerical assistant and/or training, or equivalent combination of education or experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to students, parents, and employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

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 functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.