

**Job Description**  
**MOORE PUBLIC SCHOOLS**

5.14

**Job Title:** Secretary to Elementary Principal

**Qualifications:**

**Credentials:** None

**Education:** High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

**Training or Experience Required:** 3 years of secretarial experience. Minimum of 1 year with computer experience using word processing, databases, and spreadsheets. Minimum of 1 year working in a school system is preferred.

**Special Skills, Knowledge, Abilities:**

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries; includes filling out forms.

Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates on the phone in clear, grammatically correct English. May conduct interviews if supervises other clerical staff. May train and direct parents, students, and volunteers. May compose correspondence when needed for Principals.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material.

Business Machines (like computers, copiers, etc.): Uses and maintains business machines that can be easily learned from simple manuals or simple verbal instructions. Such machines include but are not limited to photocopiers, microfiche readers, CRT/computers, calculators and multi-line telephone consoles. In addition, uses more complicated software programs consisting of word processing, spreadsheets and the mainframe applications.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Typing Skills: Typing/Word Processing at 50 WPM at required.

**Site:** Elementary Schools

**Reports To:** Principal

**Job Goal (Purpose of Position):** Performs skilled level secretarial duties under limited supervision to assist the Principal in the efficient functioning of the school. Works with parents, children, faculty, and other schools and departments. Is responsible for assisting the Principal with all clerical and minor administrative details so he/she can work more efficiently and effectively.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

**Contact with Others:** An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. The incumbent is expected to try and resolve parental complaints but if not able to do so, will refer the caller to the principal.

**Other Performance Measures:**

Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce accident, injury or further illness to students. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position.

**Essential Job Functions:**

1. Effectively manages all communications between students, parents, school personnel, and other staff. Types on computer, word processor, or typewriter from rough draft or from other transcription devices.
2. Compiles and prepares/composes documents, reports and communications. Such reports include but are not limited to attendance, lunch count, lunch records, attendance records, state reports, office correspondence, purchase orders, honor rolls, ineligibility lists, etc. Maintains ledgers for activity accounts and other monies. Receives, receipts and deposits monies.
3. Assists with registrar's function including enrolling or transferring students, supervising the preparation and transmittal of transcripts and other official documents relating to students; etc. Prepares report cards and school honor roll and awards. Keeps all student information updated in the computer.
4. May assist Nurse with taking temperatures, care of minor injuries, calling parents for ill/injured Students and other reports/records.
5. Receives visitors, handles telephone calls, and provides assistance or technical information concerning policies, procedures, and other details. Takes and delivers messages. Assists in opening and distributing mail.
6. May assist with getting substitutes; providing orientation, and handling paychecks. Prepares time sheets and payroll and may be required to input data into manual or electronic records.
7. Assists with inventory and purchasing of supplies and non-complex bookkeeping activities and prepares necessary accounting and purchase order reports. Prepares work orders.

## Secretary to Elementary Principal

(3 of 3)

8. May operate two-way radio and intercom to dispatch information.
9. Organizes and maintains various files including student, confidential and tickler files.
10. Schedules meetings and conferences and make sure all information and arrangements are completed.
11. Operates modern office equipment including a computer and must have knowledge of both word processing and spreadsheet software applications as required.
12. Handles travel arrangements, appointments, and schedules. Prepares travel and expense reports as necessary.
13. May assist teachers in preparing instructional materials as requested. Also prepares school-related information for parents.
14. Assists teachers with removal and supervision of children in the office.
15. May perform other secretarial duties such as calling buses; issuing bus passes; maintaining attendance logs of staff and substitutes; coordinating homework assignments for absent students, assisting in tornado and fire drills, and other duties as assigned.

**Supervision exercised:** An incumbent may supervise an Attendance Secretary or Office Assistant and perform back up for those duties as required.

### **Physical/Mental Requirements and Working Conditions:**

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the radio and telephone.

TERMS OF EMPLOYMENT: 195 days per year

SALARY: Category C

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Approved 08-09-93

Revised 11-27-00