

Secretary to Principal – High School

School District Job Description

Position Title: Secretary to Principal, High School

Department: Building

Reports To: Principal

SUMMARY:

Serves as confidential secretary to the principal and as a facilitator for the school public being served.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

- Makes and receives telephone calls, takes messages, routes calls. Maintains school records and files for building, principal and related requirements. Serves as confidential secretary to principal.
- Distributes mail for entire building.
- Reviews principal's mail, brings attention to important pieces of mail. Greets all visitors.
- Types, prepares, distributes, files records/reports, correspondence etc. related to building functions and principal needs.
- Takes/transcribes notes for correspondence. Attend Open House and parent teacher conference.
- Types and distributes and monitors status of purchase orders.
- Distributes orders to proper rooms
- Orders supplies for office
- Prepares rosters and programs for all sports.

SUPERVISORY RESPONSIBILITIES

None

Acknowledged _____

Date _____

EDUCATION and/or EXPERIENCE

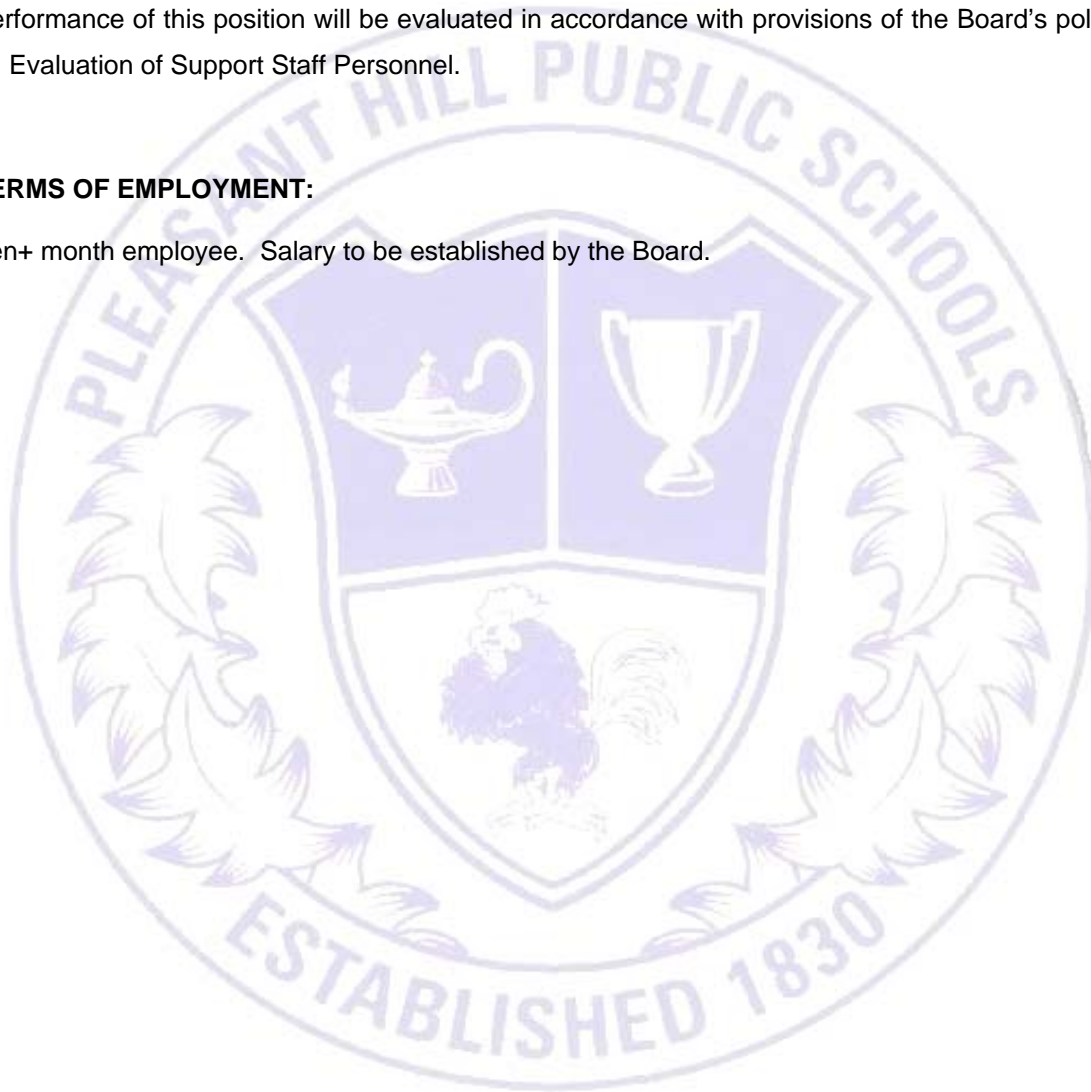
High school diploma or general education degree (GED) and one year previous office experience.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

TERMS OF EMPLOYMENT:

Ten+ month employee. Salary to be established by the Board.



Acknowledged _____

Date _____