

# East Side Union High School District

## **Job title: Principal's Secretary**

### **Description of basic functions and responsibilities**

To assist the principal in the administration of assigned school site by performing a variety of complex and responsible secretarial and routine administrative support functions and to direct and coordinate the work flow and activities processed through the school's central office. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification may direct and coordinate the work of others. . This job class requires in depth knowledge of school site operations and administrative procedures as well as a high level of secretarial skills, and functions in a highly independent manner.

**SUPERVISOR:** School Principal

### **TYPICAL DUTIES**

Acts as secretary to assigned school site principal performing a wide variety of complex and responsible clerical and secretarial support duties as well as relieving the school principal of routine administrative functions not requiring his/her immediate attention

Directs and coordinates the work of office personnel to meet established timelines; assists in the performance of a wide variety of the more difficult clerical assignments

Reviews work of office staff for accuracy and compliance to established standards and assists in the informal evaluation of office staff

Takes and/or transcribes dictation of letters, memoranda, and other documents

Acts as receptionist for assigned principal; screening visitors and phone calls

Maintains confidential files and appointment schedule for assigned principal; setting up and arranging meetings and conferences

Acts as resource person to teachers, students, parents, and the general public regarding general and specific information on the policies, procedures, and activities of assigned school site

Arranges for and assigns substitutes to fill teachers' absences, both full and partial days, to ensure adequate classroom coverage

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Collects necessary information and maintains a variety of logs and records related to certificated and classified employees, personnel transactions, timesheets, absences, etc., as well as substitute logs and records

Orders materials, supplies, and equipment; maintains records of purchase orders, invoices, and expenses to date; and inventories and logs same upon arrival

Maintains routine bookkeeping records; transferring and depositing monies as necessary

Maintains, monitors, and records expenditures; reconciles ledger printouts and posts expenditures to budget sheets

Assists principal with gathering/calculating budget requests and preparing reports

Attends various meetings; taking notes and preparing minutes

Maintains inventory and control system of school keys; issuing, collecting, and maintaining related files

Guides and instructs other office employees in their work; oversees the work of student aides

Reviews and verifies reports, records, and other material for accuracy, completeness, and conformity with established standards

Composes and types correspondence, memos, and/or reports on own initiative from marginal notes, or from oral and written directions

Collects data/information and compiles reports and other materials requiring the use of independent judgment and knowledge in assembling and categorizing data

Distributes materials and information to teachers, students, and other staff members and ensures timely responses

Performs related duties as required

### **Employment Standards**

Knowledge of public school clerical operations and functions

Knowledge of proper office methods and practices including filing systems, receptionist and telephone techniques, and letter and report writing

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Knowledge of correct English usage, spelling, grammar, and punctuation

Knowledge of financial recordkeeping methods and practices

Ability to perform arithmetical calculations with speed and accuracy

Ability to understand and apply successfully a variety of complex directions to specific situations

Ability to direct and coordinate the work of others

Ability to train staff in a variety of technical and procedural matters

Ability to proof read work accurately

Ability to type accurately at 60 words per minute

Ability to take and transcribe dictation with speed and accuracy using shorthand and/or transcription equipment as designated by administrator

Ability to communicate effectively and tactfully in both oral and written forms

Ability to establish and maintain a variety of recordkeeping, reference, and data collection systems

Ability to analyze situations and take appropriate action in a variety of procedural matters independently without immediate supervision

Ability to prioritize and coordinate work flow and timeliness for self and others

Ability to operate a variety of office equipment such as calculator, transcriber, copy machine, computer terminal, printer, etc. with speed and accuracy

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

Possession of a valid and appropriate California Driver's license