

SECRETARY TO THE ELEMENTARY SCHOOL ASSISTANT PRINCIPAL

Purpose Statement

The job of Secretary to the Elementary School Assistant Principal was established for the purpose/s of providing secretarial support to school site; establishing and maintaining records; compiling and distributing materials and reports; and responding to inquiries from a variety of internal and external sources. Demonstrates support for the Vision, Mission, Beliefs and Goals of District #202. Upholds the established Board of Education policies, regulations and administrative procedures.

This job reports to Assistant Principal

Essential Functions

- Assists with all procedures related to student registration, residency requirements and the establishment, maintenance or transfer of student records for the purpose of ensuring accurate data.
- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Collects payments for a variety of events (e.g. fines, fees, and fund raisers, etc.) for the purpose of completing transactions and/or securing funds.
- Compiles data (e.g. work orders, attendance reports, specialized reports, personnel records, etc.) for the purpose of preparing reports or processing requests.
- Coordinates assigned projects and/or activities (e.g. proper distribution of materials to a variety of departments, arrangements for conferences, meetings, travel requirements, student files and transfers, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Fosters and maintains a positive and effective working relationship with teachers, administrators, support staff, District staff and the community for the purpose of adhering to the policies, regulations and administrative procedures.
- Maintains and processes a variety of manual and electronic documents, files and records (e.g. work orders, time sheets, expense reimbursement requests, educational tags, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains professional confidentiality in all areas of responsibility for the purpose of adhering to the policies, regulations and administrative procedures.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, periodic and ad-hoc reports, etc.) for the purpose of problem solving, documenting activities, providing written reference, and/or conveying information.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules activities (e.g. appointments, meetings, interviews, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.

Other Functions

- Assists with scheduling substitute teachers for pre-arranged teacher absences (e.g. conference, workshop, trip and special event, etc.) for the purpose of maintaining adequate staffing.

- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; analyzing; customer service; effective listening; interpersonal aptitude; leadership; office practices; planning; problem solving; recordkeeping; and use of technology.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; english grammar/punctuation/spelling/vocabulary; office equipment/software; office practices; and current and emerging technology.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; effective communication skills verbally and in writing; setting priorities; being attentive to detail; working as part of a team; working with frequent interruptions; adaptability/flexibility; decision making; meeting schedules/deadlines; multi-tasking; organizing; reliability; taking initiative; and bilingual is desired.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency 2-3 years clerical/secretarial experience

Required Testing

Pre-employment Physical Exam
Pre-employment TB Test

Certificates & Licenses

High School Diploma or Equivalent

Continuing Educ. / Training

Evaluation as outlined in the PASS Negotiated Agreement

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

2/25/2010

Salary Grade

Employee Signature _____ Date _____