



### **JOB DESCRIPTION**

<b>JOB TITLE</b>	Secretary to the Assistant Principal
<b>LOCATION</b>	North Central High School
<b>WORK SCHEDULE</b>	7:30 a.m. – 4:00 p.m.
<b>CALENDAR LENGTH</b>	Year-round
<b>FLSA CLASSIFICATION</b>	Hourly
<b>HOURLY RATE</b>	\$15.91/hour (\$33,093 annually)
<b>BENEFITS</b>	Paid leave days, paid holidays, retirement contributions (PERF, 401a, VEBA), life insurance and health, dental and vision insurance offerings.

**If you are viewing this posting from an external website (i.e., Indeed), please apply at:**  
[www.msdt.k12.in.us/hr/careers/](http://www.msdt.k12.in.us/hr/careers/)

#### **JOB DESCRIPTION:**

Under the supervision of the Assistant Principal that supports 11th grade and oversees parking, field trips, keys, the Secretary is responsible for performing the following duties:

- Performing all necessary duties to complete daily assignments including the utilization of Microsoft Word, Excel and database, answering telephones, scheduling appointments, copying and preparing materials for distribution, mailing and filing.
- Maintaining good communications and public relations on a daily basis with various stakeholders including parents, students, teachers, administrators, and outside agencies.
- Coordinating activities and performing all clerical duties relating to registration and summer school including the preparation and distribution of materials; performing data entry, word processing, copying, filing, and mailing materials, maintaining accurate records, and interacting with community stakeholders.
- Processing parking stickers for faculty and students. Duties include keeping an accurate database, assisting students and families with questions and/or concerns pertaining to parking, and interacting with security personnel pertaining to parking violations.
- Assists and provides support for field trips and communicates to Transportation.
- Maintaining building keys. Responsibilities include maintaining an accurate key database and distributing return of all building keys.
- Maintains and updates state required vaccine information for assigned grade level.
- Other duties as assigned by the Assistant Principal or Principal.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Qualified candidates must be conscientious, well organized, detail-oriented, flexible, and should be able to set

priorities. The ability to be a self-starter and able to work independently with minimal supervision is required. Proficiency in the use of all office equipment is necessary. Experience with Microsoft applications including Word and Excel is required. Candidates must be able to communicate and interact tactfully and professionally with staff and various publics including parents, students, teachers, building level and central office administrators, community patrons, and public and private agencies.

**PHYSICAL DEMANDS:**

Seldom = Less than 25%

Occasional = 26 to 50%

Often = 51 to 75%

Very Frequent = Greater than 75%

PHYSICAL REQUIREMENT	PERCENTAGE OF TIME
Ability to stand for extended periods of time	Very frequent
Ability to lift 25 pounds	Often
Ability to carry 25 pounds	Often
Ability to work at a desk, conference table or in meetings of various configurations	Very frequent
Ability to see for the purpose of reading rules and policies and other printed matter	Very frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very frequent
Ability to operate job-related equipment	Very frequent
Ability to reach in all directions	Very frequent

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*Updated: March 2025*