

JOB DESCRIPTION

Job Title:	Principal Secretary, Main Street School	FLSA Status:	Non-Exempt
Job Family:	Secretarial/Support Services	Pay Range:	14
Pay Program:	Classified	Work Year:	248 days
Prepared/Revised Date:	January 2025		

SUMMARY: Main Street School provides support to three special education programs and one digital learning academy program. The role of the building secretary is to provide administrative assistance to all programs located at Main Street School including office administration, projects, reports, budget and records. Administer bookkeeping, accounting and financial functions for the various programs that are located at Main Street School.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide administrative support by creating letters, memos and reports. Prepare, research and gather information for special projects and other related materials and documents that deal with matters that may be of a confidential or sensitive nature. Create reports and spreadsheets of information and perform detailed analysis of data as requested using basic computer software.	D	25%
2. Coordinate administrative functions, including but not limited to: manage phone calls, screen and direct to appropriate person, answer inquiries, follow through on requests, solve non-routine problems; schedule appointments, maintain calendars and filing system; open and distribute mail; prepare compose, process and distribute correspondence or other printed information to parents, department, district staff and community; arrange meetings, conferences and workshops, order refreshments; may attend meetings to participate and/or take notes, prepare agendas and announcements.	D	25%
3. Compile information into and extract information from district and department information databases, outside website and database sources.	D	15%
4. Administer bookkeeping, accounting and financial functions utilizing the district financial system; including but not limited to vendor invoices and disbursing funds; recording financial transactions; monitoring budget and other department/building accounts.	D	10%
5. Respond to questions regarding district issues, policies and procedures. Develop and promote good relations as a building resource for parents, students, staff and the community.	D	10%
6. Provide backup clerical assistance for the building. This may include phone coverage, greeting/reception duties, typing, data entry, preparing correspondence, filing, and copying.	D	10%
7. Perform other duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent vocational school or short term courses.
- More than three years of experience in a general office occupation.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills.

- English language skills.
- Bilingual skills preferred.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.

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- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Moderate knowledge of and experience with personal computers and peripherals.
- Moderate knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Google Apps.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Director, Assistant Director or Program Coordinator

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy				X
Coordinate		X		

Secretary, Department
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MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Instruct	X			
Compute	X			
Synthesize		X		
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	

Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	