

Union Public Schools Job Description

Position Title: Secretary - Principal
Department: School Site
Reports To: Site Administrator

FLSA Designation: Non-exempt

SUMMARY: Serves as confidential secretary to the Principal and as facilitator for the school public being served.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Answers telephone, responds to routine questions, schedules appointments and routes calls to appropriate persons.
- Serves as confidential secretary to the Principal.
- Prepares routine correspondence such as letter and memos, reports, forms, etc.
- Opens mail and distributes accordingly.
- Maintains teacher files with current certification, transcript, evaluations and other pertinent information relating to the teacher.
- Types, prepares, distributes, files records/reports, correspondence, etc. related to attendance and discipline.
- Works closely with the faculty and must have a good working relationship with the faculty and staff.
- Maintains North Central and State Accreditation files and prepares yearly reports.
- Works closely with Principal for the yearly budget for each department. Maintains records of money allocated and deduct copier costs and warehouse order charges. Maintains records of expenses incurred by each department.
- Processes all paperwork, RQ's and work orders.
- Responsible for OCAS (Oklahoma Cost Accounting System) coding for the RQ's.
- Responsible for opening and closing vault and safe each day. Maintains sign in sheets for money turned in each day to be picked up by a courier from the Education Service Center.
- Maintains confidential information.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *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, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general educational degree (GED) and at least one (1) years general office work and/or training; basic computer skills to include a working knowledge or word processing and databases.

CERTIFICATES, LICENSES, RESGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to operate office machines and personal computer and related software. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee will occasionally reach with hands and arms and will frequently repeat the same hand, arm, or finger motions when typing. Employee will frequently interact with other staff members. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee may occasionally lift up to 25 pounds, such as boxes of paper.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate, although it can vary depending on daily activity.