

## **JOB DESCRIPTION**

**DEPARTMENT:** HIGH SCHOOL

**JOB TITLE:** PRINCIPAL'S SECRETARY  
(Class IV; 12 month)

**REQUIREMENTS:**

- A. Education Level:** Minimum of a high school diploma, plus additional training in secretarial skills.
- B. Experience Desired:** One to three years in a similar position.
- C. Physical Requirements:** Constant hand-eye/mind-eye coordination, hearing; intermittent keyboarding, use of wrists, hands, fingers, speaking, typing and writing. Frequent filing, sitting, standing and walking.
- D. Other Requirements:** Bookkeeping experience and demonstrated proficiency with a computer using word processing, spread sheets and data bases. Excellent public relations and communications skills

**REPORTS TO:** Principal

**RECEIVES GUIDANCE**

**FROM:** Assistant Principals

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Handles the Trust and Agency Accounts: balances money, deposits, writes checks, writes receipts, and sends collection letters.
2. Schedules and supervises the office staff and trains new clerical staff.
3. Prepares monthly newsletter.
4. Answers phones, assists visitors at counter, and takes messages.
5. Orders office supplies and publications.
6. Prepares letters, memos, handbooks, and other communications.
7. Opens and sorts mail.
8. Files materials.
9. Assists with office equipment, troubleshoots problems with fax machine, copier, and printers.
10. Prepares activity calendar.
11. Attends staff meetings and takes attendance.
12. Successfully completes First Aid, CPR, and SD Board of Nursing approved Medication Administration training and certification.
13. Provides care/first aid for students with injury and/or illness. Care could be emergent or non-emergent in nature.
14. Completes district accident reports.

15. Provides care for students with chronic health conditions, in accordance with student's care plan as delegated by the school nurse. Care could be emergent or non-emergent in nature.
16. Obtains authorization, logs, and dispenses medication to students, as delegated by the school nurse.
17. Processes student immunizations in accordance with SD state law and district procedures.
18. Performs other duties as assigned by the principals.

**WORKING CONDITIONS:**

A.        Inside                      Outside                      Both  
              XXX

**B. Climatic Environment:**

Climate controlled environment with some temperature variations.  
Typically, work is conducted in a comfortable environment.

**C. Hazards:**

Exposure to communicable diseases.

**I have read and understand this job description and can fulfill the essential functions as listed.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

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