

**POSITION TITLE: School Secretary/Principal's Secretary**

**JOB GOAL:** To perform various secretarial tasks, providing support for the building administrators and assisting students, parents and staff with daily activities

**QUALIFICATIONS:** High School Diploma or its equivalent and/or courses in office procedures and accounting  
Knowledge of word processing and spreadsheet programs  
Knowledge of contemporary office equipment  
Ability to complete written and oral instructions  
Ability to provide assistance to staff, students and parents  
Ability to establish and maintain harmonious relationships with other employees and the general public  
Must be willing to maintain appearance appropriate to assigned duties and responsibilities

**REPORTS TO:** Building principal

**TERMS OF EMPLOYMENT:** 260 days /8 hours/day

**PERFORMANCE RESPONSIBILITIES:**

- Greet all visitors courteously, determine their needs, direct or escort them to their destination.
- Answer and direct all incoming telephone inquiries.
- Manage the process for working papers, as required by law.
- Generate and maintain reports as required.
- Work independently, exercising judgment, and using technical knowledge under the general supervision of their administrator or designee.
- Assist staff as requested by administration.
- Perform requested typing and filing.
- Provide coverage in the absence of other secretaries.
- Establish and maintain communications with appropriate agencies as required.
- Assist in the preparation and distribution of incoming and outgoing mail.
- Provide general secretarial support including typing, filing, scheduling appointments or use of the building and answering the telephone, routing the calls and/or messages to appropriate personnel
- Maintains school's filing system; maintains reference file of correspondence, memoranda, purchase orders and a variety of other materials.
- Assist with the administrator on the opening and closing of the school.
- Assists with the dismissal process as requested by the administration.
- Works with the Central office and PTA to coordinate procedures for volunteers.
- Participate in school safety drills as requested by the administration.

**Activities Account**

- Maintain Field Trip schedules, including the arrangement of bus transportation
- Treasurer for student activity accounts.
- Maintain a record of expenditures
- Create processes and procedures for check requests and deposits for student activities.
- Distribute and mail activities account checks
- Collect, total and deposit all monies for student activities

- Process check requests for student activities
- Make weekly deposits for student activities account (more frequently if needed)
- Reconcile and maintain all activities
- Produce reports for student activities account as requested
- Prepare reports for auditors
- Close year-end books
- Set-up beginning of year accounts.
- Archive records from previous years

#### **District Financial**

- Work with the central office in preparation of Purchase Orders
- Work with the central office and building administration in creation and monitoring the school budget.
- Accept, check for accuracy & Deliver packages/ orders received by the school.
- Maintain applications for free and reduced lunch, notifying parents of application process.
- Create and maintain a process and procedure for Free and Reduced Lunch application.

#### **Registrar**

- Creates and maintains procedures for the registration of students.
- Requests records from transferring school.
- Maintains cumulative student files.
- Forward records to schools students transfer to.
- Reconcile registration forms/ Emergency forms with Web2School data base.
- Annually create a list of any/all students with restricted permissions and distribute to staff.
- Create and maintain a file of staff personal emergency forms.
- Work with Administration and Kindergarten team to coordinate Kindergarten registration.
- Work with the central office for home schooled students.
- Work with Special Education Secretary for Out-of-District placed students.

#### **State Reporting**

- Helps administrators prepare for school wide assessments as requested by administration
- Responsible for preparing and submitting required state/DOE reports.
- Request new student and registration information from the State of New Hampshire.

#### **DISCLAIMER:**

**This job description lists the general duties and is not intended to list every specific function required.**