

# Red Wing Public Schools Position Description

## Principal Secretary

---

### General Information

Department:	Building Administration and Support
Unit:	RW Education Support Personnel Association
Immediate Supervisor:	Building Principal
Grade Placement:	12
FLSA Status:	Non-Exempt

### Position Summary

The Principal Secretary is responsible for providing administrative support and assistance to the Principal. Duties may vary from building to building depending upon the needs of the Principal. Duties associated with the job may include such representative tasks as handling customer service/receptionist activities; maintaining building/student records; handling substitute follow-up; reviewing, verifying and submitting employee and substitute timesheets; coordinating and distributing student report cards; coordinating and assisting in arrangements for meetings, conferences, graduation, or special events; and compiling, reviewing and submitting building reports level reports/data.

### Essential Duties and Responsibilities

1.	<p>Provides customer service, receptionist and general office support duties in the Principal's Office.</p> <ul style="list-style-type: none"><li>a) Greets and provides information to visitors, parents, students and staff regarding their general questions and directs persons to appropriate parties, as necessary.</li><li>b) Performs general office duties such as preparing correspondence, answering phones, maintaining files and records.</li><li>c) Screens and assists visitors coming into the Principal's Office. Assists students, parents, and visitors regarding questions, issues or needs.</li><li>d) Answers and relays phone calls to appropriate staff and/or takes messages.</li><li>e) Provides secretarial support to the principal in the preparation of correspondence, letters, memos, and other documents.</li><li>f) Sets up and makes appointments and schedules meetings as directed.</li><li>g) Provides parents assistance and support in using the online parent portal and serves as a contact for their questions.</li><li>h) Updates the substitute teacher, faculty and crisis handbooks.</li><li>i) Collects, types, edits, assembles and distributes parent newsletters.</li></ul>
2.	<p>Updates, enters and/or processes student census data; updates, enters and processes student transcripts; assists in transferring student grades for new schools; maintains and updates other student records/files, as directed.</p>

3.	Assists the Principal with the generation and preparation of the master schedule. Enters all subjects, student hours of each instructional staff; runs preliminary assignments and sections; and works with the Principal to resolve, update and address scheduling conflicts and related issues. Assists new students entering the district/school in class scheduling.
4.	Reviews and verifies all substitute, paraprofessional, and clerical timesheets prior to sending timecards to Finance for payroll processing. Finds substitutes for staff members when necessary.
5.	Coordinates and makes arrangements for special events, projects or meetings that occur in the building. <ul style="list-style-type: none"> <li>a) Coordinates and makes plans and arrangements for the Local Scholarship Program.</li> <li>b) Plans for and assists in the preparation of parent/teacher conferences. Prepares student folders to be distributed to parents; mails our conference letters/notices; coordinates and makes assignments to educational assistants to attend the conferences.</li> <li>c) Plans for and coordinates Graduation Day and the arrangements for diplomas, programs, distribution of caps/gowns, etc.</li> <li>d) Verifies all grades have been entered by teachers, orders report cards, prints reports for student services, monitors and follows-up on incompletes and grade changes. Processes final report cards.</li> </ul>
6.	Compiles, assembles, verifies, corrects and/or processes various State reports (for example, Carl Perkins, STAR, MARRS ).
7.	Updates and maintains data on the student management system in accordance with building and District procedures and guidelines.
8.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

### Required Education, Training, and Work Experience

Required Education / Training:	High school diploma or GED
Degree Information:	Not applicable
Major Field of Study or Degree Emphasis:	Not applicable
Required Work Experience:	Minimum of 3 years of secretarial or clerical experience
Licenses / Certifications Required:	None

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- General office procedures and practices.
- Office etiquette and customer service procedures and routines, and office equipment.
- Student recordkeeping processes and operations including specialized district software for registration, grade reporting, class scheduling, health records, building financial records, etc.
- MARSS coding and maintenance activities.
- Fundamentals of computer operation and use.
- Familiarity with general office productivity software (i.e. word processing, spreadsheet, internet browsers, email programs, etc.)
- District and building policies and procedures and administrative operational requirements.

## **Essential Skills Required to Perform the Work**

- Applying and using word processing applications, spreadsheet applications and specialized database applications.
- Applying department and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility.
- Coordinating, planning and making arrangements for various special events, meetings, projects, etc.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Fundamentals of business grammar and basic business math.
- Implementing and maintaining a variety of student records/files within the building.
- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, judgment and discretion in provide and dealing with the staff, public and district personnel.
- Prioritizing job assignments and performing work assignments requiring attention to detail, precision and accuracy.
- Providing confidential and secretarial support to the building administrator in the preparation of correspondence, letters, parent notifications or other correspondence.

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Sedentary Work: Exerting up to 10 pounds of force frequently and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands arms			X	
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk or hear				X
Taste or smell	X			
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds				X
Up to 25 pounds	X	X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical school/district office setting where there are minimal environmental hazards and risks associated with the performance of assigned duties and tasks.

## Classification History and Approval

Created: 7/2014 by Bjorklund Compensation Consulting

Revised: 4/15/16