

JOB TITLE: Principal's Secretary - Elementary School  
REPORTS TO: Principal and/or Assistant Principal  
JOB GOAL: To assist the principal and other school personnel  
by the efficient operation of the school  
administrative office

JOB RESPONSIBILITIES:

1. Process correspondence by typing, composing in a neat professional manner.
2. Prepare copies or other instructional materials as assigned by the principal.
3. Process, photocopy, type and prepare forms for school utilization.
4. Maintain all files in a complete, orderly manner in accordance with building and district procedure.
5. Maintain an inventory of office and building supplies.
6. Maintain office logs and registers as assigned by the principal.
7. Maintain office mailing lists of community resource persons, school vendors, or others as designated by the principal.
8. Maintain textbook inventory records and equipment record information as required by the principal.
9. Make appointments and inform the participants.
10. Maintain student transportation bus route information and properly assign students to bus routes.
11. Inform students and parents of proper bus assignments, bus schedule and bus stop loading information.
12. Properly account for monies received, make out deposit slips and make bank deposits as required by the principal.
13. Monitor personnel attendance records and make accurate, timely reports in accord with district procedure.

14. Prepare and post notices to building employees as directed by the principal.
15. Receive, unpack and verify incoming shipments of materials.
16. Enroll, register and assist new students with necessary directions.
17. Prepare requisitions for materials and send to business office in a timely manner.
18. Receive, sort and distribute mail and other documents.
19. Other job duties and responsibilities necessary in the operation of the principals office.

TERMS OF EMPLOYMENT: In accordance with length of job defined in the district handbook for classified personnel.

EVALUATION: One annual evaluation submitted to the personnel office by April 1st. Additional reports may be submitted at the discretion of the building principal.

SIGNED BY SECRETARY: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNED BY SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_