



Little Rock School District

JOB DESCRIPTION

Position Title: Principal Secretary- High School

Prepared Date: 02/16/2022

JOB GOAL:

Under general supervision, an incumbent of this position performs secretarial services and/or bookkeeping related duties for the Principal, thereby relieving the principal of administrative details. This position requires a full range of skills in the operation of a computer to maximize equipment capability in compiling and producing correspondence, records, reports, files. Etc. The position also requires the frequent use of independent judgement in the application of prescribed methods and procedures where policies have already been established. There is a considerable amount of contact with the public and/or fellow employees. Supervision may be exercised over the work of low-level clerical workers.

TERMS OF EMPLOYMENT:

Twelve (12) Month (245 days) contract, Pay 802 Grade 07, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Minimum of high school diploma required. Bachelor's Degree from a college or university preferred.
2. Minimum of three years of secretarial experience using specialized computer applications as described in this job description.
3. Ability to answer the telephone with maturity and confidence
4. Demonstrates excellence in computer skills including experience in computer mainframe operations (such as eFinance, eSchool, PowerSchool), Microsoft Office Suite, and Excel. Demonstrate fluency in technology systems and the transfer of current knowledge to new technologies and situations.
5. Must be able to pass a bookkeeping test.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Relieves school principal of details which do not require their personal attention by the use of discretion, tact and thorough knowledge of district/office policies and procedures.
2. Performs responsible clerical work and/or basic bookkeeping in the maintenance of complex and confidential records and files, both manually and by use of computers.



Little Rock School District

JOB DESCRIPTION

3. Responsible for classroom coverage, maintaining pool of substitute teachers and coordinating classroom assignments.
4. Prepares, maintains and processes records for attendance, overtime, period pay and other compensation related matters as assigned.
5. Receives and prioritizes incoming telephone calls, troubleshooting and directing to the appropriate administrator.
6. Prepares memos or letters regarding personnel issues, GED referrals, contributions, college referrals, recommendations and communications.
7. Maintains personnel records; filing and documentation of personnel evaluations and issues of concern. Maintains teacher certification records.
8. Distributes and maintains files on professional leave, personal leave, field trips, excused absences, serious incident reports, workman's comp and grade changes.
9. Prepares work orders for building repair, maintenance, and keys.
10. Processes mail distribution for principal, organizes principal's meetings, schedules interviews and assists in selecting support personnel.
11. Prepares accreditation reports.
12. Coordinates college observations and placement of student teachers.
13. Performs various other duties as deemed necessary to achieve success. May assign and check the work of other clerical employees.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.