Sparta Area School District

Article 215 - Specifications for Principal’s Secretary

QUALIFICATIONS:
2. Post high school course work in childcare, child development course work; and or significant instruction/experience with like aged children.
3. Ability to communicate effectively orally and in writing.
4. Ability to handle multiple projects (be flexible) and prioritize tasks simultaneously in an organized and timely manner.
5. Strong computer, telephone and organizational skills.
6. Attention to detail.
7. Ability to ensure and preserve confidential information pertaining to position.
8. Ability to be positive and professional at all times.
9. Ability to relate and work well with students, parents, staff and community members.
10. Knowledge of and experience with MS Office software and equipment copiers and other office equipment.
11. CPR/First Aid certified (preferred)
12. Ability to work effectively and efficiently in an unsupervised environment.
13. Ability to learn, understand and use new technology as it becomes available.

REPORTS TO: Building Administrator

SUPERVISION/EVALUATION:
The primary supervisor is the Building Administrator. Performance of this job will be evaluated in accordance with provisions of Sparta Administrative Rule and negotiated contract.

JOB GOALS:
1. The smooth and efficient operation of the school office.
2. Helping to create a positive school experience for children, staff and the public.
3. To assist in the achievement of a deeply held partnership with the community that actively supports parent, students and families.

PERFORMANCE RESPONSIBILITIES:
This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed. Workloads may necessitate temporarily performing responsibilities typically assigned to others in the same department.
1. Process correspondence, reports and documents for the Supervising Administrator.
2. Obtains, gathers and organizes pertinent data as needed and puts it into usable form. May involve creating charts, graphs, spreadsheets and/or databases.
3. Maintains a regular filing system, electronic and confidential as needed.
4. Placing telephone calls, recording calls, recording messages and screening calls.
5. Orders, inventories and maintains supplies as needed.
6. Performs any bookkeeping tasks.
7. Maintains a schedule of appointments and makes arrangements for meetings, conferences and interviews.
8. Welcomes visitors in a positive manner.
9. Duplicate, photocopy and print school system forms and reports.
10. Issues timely announcements, including upcoming events and deadlines.
11. Maintains records required by policy, regulation, law or good faith practice.
12. Sort and distribute mail and/or other documents as needed.
13. Operates and maintains office equipment including, but not limited to; computer with appropriate software applications, copier, calculator, fax machine, laminator, scanner, digital camera and other equipment required.
14. Perform financial duties pertaining to purchase order software, budgeting, deposits and activity accounts.
15. Knowledge of and ability to effectively use student records and food service software.
16. Maintains a daily teacher log, staff timesheets, ERMA requests, AESOP reports and the necessary records for substitute teachers.
17. Respond to student health concerns as needed.
18. Able to earn CPR/First Aid certification.
19. Website maintenance as assigned.
20. Maintain history of student testing (i.e. Rigby Clay Assessments, WSAS, Theme Tests, ACT/SAT, etc.).
21. Handles student registration including food service, transportation and technology forms.
22. Responsibility for executing board policy for truancy at the direction of the principal (elementary and intermediate only).
23. Maintains cumulative student records, including health and special education records as needed (elementary only).
24. Maintains professional materials for the office (i.e. staff and student handbooks).
25. May be assigned to maintain district census
26. Issues and maintains records for student work permits (high school).
27. May be assigned to fulfill the requirements of the WSLS, ISES and CWCS.
28. Collaborate with other secretarial staff throughout the district.
29. Will be required to complete DPI approved training in the administration of prescription and non-prescription medication. May be required to administer prescription and non-prescription medication to students in accordance with approved district procedures.

30. Handles other duties as assigned or required.

These positions may be full time or part time.

**SELECTION PROCESS:**

**Screening of Applicants:**
The Building Administrator will review applications and chose qualified applicants for interviews.

**Selection:**
1. Building Administrator will choose an interview committee.
2. Interviews will include a set of printed questions, identical to be asked of each candidate.
3. A technical skills assessment will be given to each candidate.
5. Reference checks will be conducted on the most viable candidates

Legal Reference:

Cross Reference:

Approved: April 19, 2005

Revised: April 28, 2009
April 27, 2010
August 28, 2012