



## Job Description

**Job Title:** Principal Secretary

**Salary:** \$45,074-\$94,185. Based on years of experience

**FLSA Status:** Exempt

**Work Year:** 210 Days

**Location:** Elementary Campus

**Reports to:** Elementary Principal

### Summary

Under the general supervision of the principal, this position provides comprehensive support for the principal and provides clerical support for the JA Elementary campus. Multi-task to ensure that all job duties are completed while maintaining a high customer service standard, so that the community, students, district personnel and staff have their needs met in an efficient, friendly manner.

### Essential Duties and Responsibilities

- Answer questions, communicate information for/to the community, act as liaison between administration, staff, students, and the community.
- Gather, type, and disperse daily announcements, weekly announcements, weekly calendar and memos.
- Provide temporary coverage for other office staff as needed.
- Acts as a back-up for the Health Clinic as needed.
- Assists school with securing a substitute teacher when needed and updates the online Jeffco Sub System.
- Responsible for tracking staff member days off in the appropriated timekeeping system and logging on the school calendar to ensure appropriate daily coverage.
- Review and track teacher absences in SmartFind district sub system and ensure it matches the Timeclock system. Run and print daily reports.
- Check in substitute teachers to include: signing in, issuing badge/interior key, assisting with room location and outline of school.
- Responsible for scheduling Elementary school events and Secondary practices/events (i.e. sports, scout meetings, clubs, concerts, events, assemblies etc).
- Works closely with PTO to schedule events and meetings.
- Oversees the update of the marquees 2-3 times per week as needed.
- Schedules field trips and meetings upon request. Secure buses for field trips when needed.
- Oversees volunteer and parent background check processes to ensure appropriate checks are completed.
- Collects payments for school fees, book fines, after school activities
- Manage copy machines throughout the building to include: ordering paper/toner/supplies, troubleshooting problems, submitting maintenance tickets with district, and collecting copy counts and submitting numbers to the district.
- Order and maintain Raptor supplies as needed.
- Attend board meetings, and backup the Executive Administration with typing of meeting notes, and file monthly board packets.
- Coordinate AED units on a monthly and annual basis with the school nurse to verify they are in working order and complete online form and to check for pad/battery replacements.
- Complete annual review of two-way radios to include an inventory and determine if extra supplies are needed.
- Oversee enrollment process for the Elementary campus to include enrolling/withdrawing students and work with EnrollJeffco to wait list students and send offers. Coordinate with other JA campuses to confirm sibling preference.
- Monthly tours and occasional one-offs tours with potential new families during enrollment.
- Assist in scheduling staff K-12 events and coordinate K-12 events for students.
- Responsible for running end of school year reports and submitting to the district.
- Upload suspension documentation to the district for end of year reporting.

- Update school calendar in Campus program each year.
- Administer One Day Count in October and compile and submit required documentation to the district.
- Schedule picture days for each school year, work with schedule for class/individual pictures, and send student/staff data to photography company.
- Update Campus program with new teachers and current teachers with changing positions.
- Update courses in Campus program.
- Schedule students in classes.
- Complete opening district procedures.
- Run validation reports for errors in Campus.
- Update phones, phone extensions, and voicemail as needed.
- Set up and administer online registration.
- Apptegy - updating specific school website pages. Sending out weekly bulletins and newsletter.
- School Messenger - Sending out messages when email pertains to specific grade levels or teachers.
- Laserfiche - uploading additional student documents.
- Performs other duties as assigned.

### **Education and Experience**

High School Diploma or GED is required. Required to complete district medication administration and health room back up training within the first month of hire. Annual training is also required. 3 or more years of secretarial or office experience. Previous experience in a school office setting is preferred.

### **Certificates, Licenses, Registrations**

Must possess a valid First Aid Card and CPR Certificate.

### **Skills, Knowledge, and Equipment**

Ability to be flexible and collaborate with multiple teams and/or other elective/special teachers. Active listening and problem-solving skills. Well-developed interpersonal, communication, and presentation skills. Ability to work independently. Excellent prioritization and organization skills. Ability to handle high stress, multiple situations simultaneously with confidence. Basic computer skills and ability to operate office equipment.

### **Decision Making**

Work is assigned by the Principal. This position requires the ability to make decisions and follow instructions of the Principal and school policies and procedures. Decision making requires collaboration with all staff. Work is guided by school policies and procedures.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

### **Work Environment**

The work environment described here represents what an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate to loud.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.