



Principal Secretary

SUMMARY: Under general supervision, provide secretarial support for the school Administrative Team. Collaborate with the building administrators to coordinate, organize, and manage the daily activities of the school, in addition to serving as the public relations liaison with the community and school-related individuals. Assist with the care, safety, welfare, and discipline of students. The Principal Secretary must maintain a high level of confidentiality in relation to students, student records, parents, staff, and all other school-related issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Preparing correspondence, student schedules, newsletters, reports, invitations, agendas, and minutes of meetings
- Acting as public relations agent for people contacting the school, including answering and directing phone calls
- Coordinating the master calendar and building use with the Facilities Manager
- Attending District meetings as necessary
- Communicating with community organizations, including our Parent Teacher Organization
- Work closely with the administrative team to manage calendars and appointments to support the smooth functioning of the school
- Support the hiring process by managing hiring websites, scheduling interviews, reference checks, and any other necessary pieces in the hiring process
- Organize, coordinate, and conduct the open enrollment and registration process. Support student scheduling
- Assist in organizing special events, meetings, assemblies, and field trips
- Maintain job skills to keep pace with changing technology and internal systems, primarily computer systems
- Participate in district-offered training classes to maintain job skills
- Answer telephone, greet and assist visitors
- Provide sick care, emergency attention, and first aid to students and staff
- Administer medication to students as prescribed by a doctor according to district policy
- Maintain Confidentiality
- Perform other duties as assigned

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

EDUCATION AND TRAINING:

- High school diploma/GED required.

EXPERIENCE: 2-3 years of secretarial experience and knowledge of Jeffco systems preferred. School experience preferred.

SKILLS, KNOWLEDGE, & EQUIPMENT:

- Requires oral and written communications, interpersonal, organizational, public relations, phone etiquette, and advanced computer and software skills (Google Suite, Microsoft Office - Windows, Word, Excel), Internet, e-mail, and general office equipment at the time of hire.
- Ability to handle multiple tasks and deadlines. Ability to maintain confidentiality in all aspects of the job.
- May be required to take a skills assessment test as part of the application process.

CERTIFICATES, LICENSES, & REGISTRATIONS:

- First Aid & CPR Certificate highly recommended (willingness to get certified required)

PHYSICAL DEMANDS:

The physical demands, work environment factors, and mental functions described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, and feel; reach with hands and arms; and talk and hear.
- The employee frequently is required to stand, walk, and sit.
- The employee is occasionally required to climb or balance and stoop, kneel, or crouch.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities this job requires include close vision and the ability to adjust focus.

JUDGMENT AND DECISION-MAKING:

- Work is assigned by self and the administrative team.
- Requires judgment, decision-making, and analytical skills to determine the manner and operational steps necessary to properly handle inquiries and perform daily tasks within professional standards.
- Decision-making is guided by the administrators and school policies and procedures and may require collaboration with co-workers, the school district, and administrators.

How to apply:

Email the items requested below to employment@lincolnacademy.net

- Cover letter and resume
- [Lincoln Academy Job Application](#)

Annual Position

Compensation: \$25/hr - \$33/hr (approximately 205 days/yr)

Benefits:

- PERA (Public Employees' Retirement Association of Colorado)
- Health, Dental and Vision Insurance available
- Paid Time off (personal and sick leave)

Lincoln Academy is an equal-opportunity employer and does not make hiring decisions based on age, race, gender, religion, disability, or any other characteristic protected by applicable law. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact our Human Resources Department.