

CHISAGO LAKES SCHOOLS, ISD #2144

TITLE: Secretary to Principal (High School)

QUALIFICATIONS: 1. High school diploma or equivalent. Further technical office training is preferred.  
2. High proficiency in keyboard and computer utilization in data and word processing.  
3. Working knowledge of basic office procedures and the operation of common office equipment and machines. Experience with Microsoft Word and Excel.  
4. Strong communication/people skills. Ability to handle multiple tasks completely under pressure.  
5. Ability to lift 50 pounds.  
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

JOB SUMMARY: Provide secretarial support to faculty and administrative staff, including special projects, office work flow, academic support, appointments, correspondence, data compilation and records control. Perform duties of a sensitive and confidential nature.

REPORTS TO: Building Principal

PERFORMANCE RESPONSIBILITIES:

1. Prepare written communication from the principal, (once proofed) by typing, designing, copying, disseminating correspondence.
2. Represent the school to the community and parents; provide factual information being aware of data privacy laws. Maintain confidentiality as per mandated data privacy laws.
3. Assist in answering phones, routing messages/inquiries to appropriate people and greeting visitors.
4. Coordinate special projects, events (i.e. registration guide, parent/teacher conferences, commencement, prom etc.) and office activities.
5. Collect and verify timesheets for non-certified staff. Reconcile absences in AESOP when needs arise. Enter absences of non-certified staff after a school closing or late start.
6. Maintain records through filing, retrieval, retention, storage, compilation, coding, updating and destruction.
7. Update data for payroll report (STAR) and submit to payroll.
8. Maintain inventory of keys and cards for keyless entry system. Assign building and grounds keys and cards to staff at the beginning of the school year and collect them at the end of the school year.
9. Inform and train new staff of office procedures, voice mail functions, and use of office equipment.
10. Prepare and maintain enrollment/withdrawal records of students. Compile information per administration requests.
11. Maintain data (in TIES) as families move or change dynamics. Work with the MARSS coordinator to resolve MARSS errors when reporting to state.
12. Enter summer school hours/data for various programs within district, i.e., Wolf Creek, On Track and state testing.
13. Assist with keeping the high school website, Intranet and PAWZ sites updated throughout the school year.

SECRETARY TO PRINCIPAL (High School), Pg. 2

14. Enter messages to be posted on outdoor sign.
15. Assist families/students who have questions about their SchoolView accounts.
16. Maintain personnel files for building principal.
17. Maintain confidentiality as per mandated data privacy laws.
18. Other duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of noncertified personnel.

[6-10-2014 / 7-14-2014]