

# Southern Kern Unified School District

## Position Description

Position Title: **Secretary, School Principal, 11 Months**  
Department: School Site  
Reports To: Principal  
Prepared By: Staff Date: March 2012  
Approved By: Board of Education Date:

**SUMMARY:** Under the supervision of School Principal to perform and coordinate varied and responsible secretarial and clerical functions; to relieve a school principal of clerical and routine administrative detail; and to do other related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Takes in-service training as stipulated by contract.
- Greets visitors.
- Serves as secretary to the principal in a confidential manner.
- Ability to get along with other people.
- Patience in dealing with parents and students.
- Ability to develop effective working relationships with students, staff and the school community.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to perform duties with awareness of all district requirements and Board of Education policies, administrative regulations, and administrative directives.
- Makes and receives telephone calls, takes messages, routes calls.
- Maintains school records and files for building, principal and related requirements.
- Types, prepares, distributes, files records/reports, correspondence, mailings etc. related to building functions and principal needs.
- Instruct substitute teachers on campus procedures.
- Processes Purchase orders as necessary for school site.
- Processes attendance/payroll for the building staff.
- Takes/transcribes notes for correspondence.
- Provides appropriate first aid needs.
- Schedules use of facilities.
- Orders, processes, and maintains office materials and equipment.
- Administers medication according to policy and regulations.
- Operates standard office equipment.
- Distributes community/district flyers.
- Registers new students and withdraws students and records.
- Keeps all student's records and information strictly confidential.

***QUALIFICATION REQUIREMENTS:*** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.*

**EDUCATION and/or EXPERIENCE:** High school diploma or GED; two or more years of related experience in school office practices.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to pass a typing test at 35 words per minute. Ability to operate a personal and mainframe computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of 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 stand, walk, and sit. The employee is occasionally required to stoop, kneel and crouch. The employee will occasionally lift and/or push up to 20 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate to loud.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*