

Job Title: Secretary to Principal/High School Registrar **Exemption Status/Test:** Nonexempt
Reports to: Principal **Date Revised:** 2/21/2019
Dept./School: High School

Primary Purpose:

Ensure efficient operation of school administrative office and provide clerical services for school's administrative staff. Responsible for maintaining student academic records at the campus level under minimal supervision. Process student enrollment, transfers, and withdrawals for the campus.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient keyboarding and file maintenance skills
Ability to use software to develop spreadsheets, databases, and do word processing
Ability to maintain accurate and auditable records
Knowledge of basic accounting principles
Ability to follow verbal and written instructions
Ability to perform a variety of tasks often changing assignment on short notice
Effective organizational, communication, and interpersonal skills

Experience:

3 years secretarial experience or experience in a school preferred but not required

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare campus communications, correspondence, forms, manuals, reports, purchase orders, and payment authorizations following district standards and requirements. Prepare instructional materials and as requested.
2. Maintain a daily teacher attendance log and records for substitute teachers. Monitor and process time records including leave requests and reports. Compile information and submit to central office according to established procedures and deadlines.
3. Maintain school calendar of events.
4. Compile, maintain, and file all reports, records, and other documents as required. Maintain student records according to established procedures.



Reception and Phones

5. Receive incoming calls, take reliable messages, and route to appropriate staff.
6. Assist students, teachers, and parents as needed.
7. Schedule meetings and appointments and maintain calendar for principal.

Accounting and Inventory

8. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity check register(s) and ledger(s).
9. Assist with campus budget preparation and maintain accurate records of expenditures. Prepare and process purchase orders and receive, store, and issue supplies and equipment.
10. Maintain inventory of fixed assets, equipment, and supplies.

Other

11. Assist with planning, preparation, and setup of faculty meetings and campus activities.
12. Sort, distribute, or deliver mail and other documents.
13. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
14. Maintain confidentiality.

Records, Reports, and Correspondence

15. Maintain student academic records and process requests for information and transcripts. Process new student records, including requesting transcripts and records from other schools.
16. Coordinate grade reporting process, including verification and correction of grades and preparation and distribution of report cards.
17. Prepare and distribute University Scholastic League (UIL) eligibility lists.
18. Calculate grade point averages, class rank, and prepare honor rolls.
19. Assist counselors with the enrollment, withdrawals, and transfer of students.
20. Assist campus administration and counselors with the preparation of reports and student data information.
21. Compile, maintain, and file all reports, records and other documents as required.



Other

22. Coordinate the ordering and distribution of all graduate materials, including caps and gowns and diplomas.
23. Maintain confidentiality of information.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____

