



## FOLEY PUBLIC SCHOOLS

### JOB DESCRIPTION

**Job Title:** Administrative Secretary-Elementary Principal

**Revision Date:** Summer 2021

**Last Classification Review:** 10/11/2021

**Exempt Status:** Non-Exempt

**Department:** Elementary Office

**Reports To:** Principal

#### **Job Summary:**

Under the direction of the Elementary Principal, the Administrative Secretary is responsible for performing a variety of administrative support and clerical functions for the office and in support of Elementary Principal and building staff to include such representative tasks as monitors building absences and locates substitute staff; prepares purchase orders for building purchases; implements registration/enrollment procedures for kindergarten registration and preschool/ECFE registration; prepares CUM folders for new students; updates student information for St. Johns students participating in PE, Music or Computer Science and information from special education forms regarding student IEP meetings; provides support and assistance in a variety of other areas such as updating census data, generating report cards, class lists and student placements, generating reports requested from Infinite Campus; or other related duties as required.

Essential duties outlined below are intended as “*representative*” or “*illustrative*” examples of the level, nature, decision-making and general expectations of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

#### **Supervisory Responsibilities:**

***Direct Supervision:*** None

***Indirect Supervision:*** None

#### **Essential Duties and Responsibilities:**

- Performs general customer service functions and general clerical functions within the Elementary Office. Performs such duties as:
  - a) Answers department phones and greets students, visitors or the public coming to the office. Provides routine information and/or directs parties to appropriate personnel, as indicated.
  - b) Types correspondence, generates reports, and/or distributes correspondence, forms, reports, class lists or other materials at the request of Principal or staff.
  - c) Provides daily announcements regarding current events. List staff members out of building and updates Committee calendar.
  - d) Assists new staff members with building access keys and fobs, timesheets, etc.
  - e) Makes arrangements for student pictures; provides photographers with lists, uploads student pictures in Infinite Campus.
  - f) Prints report cards and mails out report cards.
  - g) Prepares and updates class lists for teachers and updates information in Infinite Campus.
  - h) Assists the Principal in scheduling teacher observation and calendars.

- i) Generates and sends out monthly newsletters to all families to inform them of any updates or events from the Principal.
  - j) Generates reports from Infinite Campus regarding enrollments, class size, students by grade level, or other information requested by District or administrators.
  - k) Tracks, updates and maintain census information for children B-5 years of age.
- Utilizes the AESOP program to locate, fill and reconcile AESOP unfilled absences and records for licensed and educational assistant positions. Provides direction and assistance to incoming substitutes.
  - Coordinates and implements registration and enrollment procedures and operations associated with kindergarten registration, Preschool and Early Childhood Education registration. Enters, updates and maintains required student information in Infinite Campus, cumulative folders.
  - Prepares purchase orders from staff requisitions, obtains authorizations and submits purchase orders. Monitors and assures purchase orders are received, accurate and completed.
  - Issues Booster-up/Summer School letters to parents. Files and tracks permission slips and creates enrollment information for students attending and tracks student attendance during summer school.
  - Receives building MARSS error reports. Researches and resolves inaccuracies to correct building MARSS data.
  - Monitors and enters student information, attendance and minutes received for PE, Music and Computer instruction for participants at St. Johns. Updates and maintains SPED changes and information provided from IEP meetings and updates all information in the student information system.
  - Performs other duties of a comparable level or type, as required.

### **Minimum Qualifications:**

Requires a minimum of High School Diploma and 1-3 years prior administrative support experience and/or a combination of equivalent education and experience to perform the essential duties of the job.

### **Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:**

- General office procedures and practices.
- Office etiquette and customer service procedures and routines, and office equipment.
- Student recordkeeping processes and operations including specialized district software for registration, enrollment, state reporting, student information maintenance, building financial records, etc.
- MARSS coding and maintenance activities.
- Fundamentals of computer operation and use.
- Familiarity with general office productivity software (e.g., word processing, spreadsheet, internet browsers, email programs, etc.)
- District and building policies and procedures and administrative operational requirements.

### **Essential Skills Necessary To Perform The Work:**

- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, confidentiality, informational assistance, and discretion in dealing with employees, students and the public.
- Applying and using word processing applications, spreadsheet applications and specialized database applications (e.g., Google APPS, Infinite Campus, AESOP, SMART, etc.).
- Applying department and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility.
- Coordinating, planning and making arrangements for various special events, meetings, projects, etc.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc.

- sufficient to exchange or convey information and to receive work direction.
- Fundamentals of business grammar and basic business math.
- Implementing and maintaining a variety of student records/files within the building; enrollment and registration processes.
- Prioritizing job assignments and performing work assignments requiring attention to detail, precision and accuracy.
- Providing confidential and secretarial support to the building administrator in the preparation of correspondence, letters, parent notifications or other correspondence.

**Work Environment:**

Work is performed typically in a school guidance office setting. Work environment presents minimal risks or hazards associated with the work.

**Physical Job Requirements:**

Employee is continuously required to talk and hear and use hands/fingers dexterously; frequently sits; intermittently stands, walks, reaches with hands and arms, stoops, kneels, and crouches in the performance of the job. Exerting up to 10 lbs. pounds of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**

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**Date**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*