



Steve Sallee
Superintendent

SOUTHLAND SCHOOL DISTRICT #500

203 2nd Street N.W. ~ P.O. Box 351 ~ Adams, Minnesota 55909

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TITLE: Middle /High School Principal's Secretary

CLASSIFICATION: Support Staff -Non-Certified

QUALIFICATIONS:

1. High school diploma
2. Education and/or job experience using secretarial and computer skills

REPORTS TO: Building principal

JOB GOAL: To provide secretarial assistance to the building principal in conducting the overall operation of the school building. This individual is responsible for directing and reviewing the daily work and activities of the school office. This individual will work directly with the staff, students, parent(s)/guardian(s) in a confidential and reliable manner. The Principal's Secretary is required to perform secretarial work of a high level with minimum direction and supervision in an effective efficient and trustworthy manner.

PERFORMANCE RESPONSIBILITIES:

1. Prepares standard letters, memos, bulletins, class rosters, correspondence, purchase orders, state department reports and other forms as needed using a computer.
2. Updates and records general data on each student including names, grade level, birth date, address, parent's name and any other information needed.
3. Maintains accurate MARSS Reporting.
4. Writes permits, passes, make-up slips, and/or messages for students after deciding if appropriate.
5. Greets visitors, students, salespeople, teachers and staff. Determines need for referral to appropriate person and/or address requests based on previous practice.
6. Answers phone calls and directs inquiries to appropriate person and/or address requests based on previous practice.

7. Orders and inventories supplies. Receives packages and verifies receiving copy of purchase order. Reports discrepancies or damage.
8. Sets up appointments for students, parents, applicants and others including keeping a calendar of appointments.
9. Sort and distribute mail.
10. Maintain activity accounts
11. Employee is responsible for accurate recording of attendance.
12. Balance and deposit gate receipts and ensure that cash boxes are prepared for all events. Distribute sports passes.
13. Record and deposit lunch receipts, serve as alternate lunch point of sale clerk.
14. Plan and coordinate student trips and student maintain trip accounts.
15. Arranges for substitute teachers for all pre-approved absences, and sometimes last-minute call-ins.
16. Trained to dispense and record student medication.
17. Monitors “whereabouts” of students and reports infractions to appropriate person.
18. Tracks attendance for truancy referral.
19. Employee is responsible to be knowledgeable about all district policy.
20. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management as required.

Employee Acknowledgment

Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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