



JOB TITLE	DEPARTMENT	REPORTS TO
Executive School Secretary	School Based	Principal

Position No: 73090	Length of Work Year: 12 Months
Salary Schedule: N02	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 9/23/20; 6/9/25

JOB GOAL
This is advanced and highly responsible secretarial and clerical work which involves a variety of administrative support and secretarial duties. Job responsibilities require the application of independent judgment, the capability to interact and collaborate with various groups, such as parents, students, staff, departments, and the community and may include the supervision of various school-based clerical personnel.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent 2. T.A.B.E. Test (AA/AS or higher will satisfy) 3. A minimum of three (3) years of successful, diversified office experience to include one year of experience in school operations or an equivalent combination of training and experience. 4. Knowledge of school system operation, office practices and procedures, grammar, spelling, bookkeeping, business English, and mathematics. 5. General office skills, word processing and data entry proficiency tests 6. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To serve as secretary and assistant to the school principal, arranging appointments, taking calls, answering inquiries, composing routine and confidential correspondence independently, and upholds confidentiality and discretion regarding school and associated District matters. 2. Coordinate interviews, manage the onboarding of new employees, handle transfers, separations, and maintain personnel records. 3. To prepare all payrolls and maintain records of absences and leave on all personnel. 4. To interpret general school policies and school board policies and maintain liaison with appropriate personnel in the school, at the district-level offices and in the community. 5. Oversee and revises school information, including policies, procedures, handbooks for students and staff, newsletters, and other additional school resources. 6. To sort the mail daily. 7. To effectively manage the school office for the Principal and perform cross-training duties as needed. 8. To furnish information and assistance to students, parents, teachers and other interested parties. 9. To prepare worker's compensation claims for staff and serve as school liaison to the Risk Manager. 10. Bookkeeping duties to receive and expend monies from the various accounts within the school's internal accounts as well as initiate and manage purchasing activities. 11. To receive monies from the various accounts within the school's internal accounts. 12. To assist in the maintenance of internal accounts and preparation of financial reports. 13. To prepare requisitions for supplies and equipment as requested. 14. To assist in the development of support staff schedules and to offer oversight and training to school staff.

15. Attend district sponsored monthly training or meetings to stay updated on the knowledge, skills, and abilities required for effectively performing the essential functions of the position.
16. K-5 Executive Secretaries will also perform the duties and responsibilities of the school bookkeeper.
17. To perform assigned tasks in a timely and efficient manner.
18. To perform assigned tasks with a high standard of quality.
19. To perform other duties as assigned by the school principal.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.