

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Principal Secretary - Elementary

Supervisor: Building Administrator

FLSA Status: Non-Exempt

Employee Group: Secretarial

Qualifications:

1. High School diploma or equivalent
2. Knowledge of Microsoft Office, spreadsheet methods and data entry procedures
3. Knowledge of common office software and equipment use

Terms of Employment:

- Nine and one half (9 1/2) month contract
- Eight (8) hours per day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Communicate effectively by phone and in person with parents, staff and community members in a friendly and professional manner.
2. Type a variety of correspondence and reports.
3. Collection of records and processing of student fees.
4. Maintain activity accounts, prepare appropriate checks, deposits and prepare all necessary reports for district office.
5. Organize and complete fall registration process, including registering students.
6. Maintain building office equipment and supplies inventory.
7. Process and maintain all requisitions for building purchases and supplies.
8. Process student registration information including maintaining and updating folders and computer records for all students.
9. Develop and prepare data for district and state reports.
10. Maintain daily staff attendance records. Obtain substitutes and compile substitute reports.
11. Resolve issues which may occur in a building administrator's absence within established guidelines.
12. Assume responsibility for own professional growth and development; for keeping current with the literature and new research findings and best practices as they relate to your job assignment.
13. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.