

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Principal Secretary - High School

Supervisor: Building Administrator

FLSA Status: Non-Exempt

Employee Group: Secretarial

Qualifications:

1. High School diploma or equivalent
2. Knowledge of Microsoft Office
3. Knowledge of common office software and equipment use

Terms of Employment:

- Twelve (12) 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. Answer the telephone; provide information to parents, district and building personnel, and take messages and direct calls as necessary.
2. Type a variety of correspondence such as memos, letters, state reports and special reports.
3. Maintain ledger for per student allocation budget of various account and notify principal of problems to assist in the administration of the school budget. Assist division chairperson with division budgets.
4. Maintain budgetary records and expenditures for building grants.
5. Enter requisitions for building purchases and maintain purchase order records.
6. Maintain and update performance evaluation records, as needed submit employee vacation requests.
7. Maintain supplies inventory of main office personnel, verify accuracy of orders, and update records.
8. Maintain inventory records of textbooks, materials, and furniture.
9. Provide clerical assistance to prepare special reports for staff.
10. Coordinate scheduling for building use for extracurricular, district and community functions.
11. Coordinate materials and details to ensure the smooth preparation and execution of senior awards and graduation programs.
12. Assemble registration materials and provide backup during registration,
13. Organize and maintain personnel files, and generate information for district personnel directory.
14. Keep current with best practices and requirements as they relate to your job assignment.

15. 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.