

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Principal Secretary - Middle 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. Communicate effectively by phone or in person with parents, staff, and community members in a friendly and professional manner.
2. Type a variety of correspondence.
3. Maintain and monitor building budget and division budgets and communicate discrepancies to Principal.
4. Prepare monthly activity account report, reconcile bank statement reports for all deposits made into district and/or building accounts and maintain all activity account ledgers.
5. Prepare cash boxes for athletic events, fundraisers, dances and other extracurricular events.
6. Maintain personnel and emergency information for all staff.
7. Maintain inventory records of workbooks, materials, and furniture.
8. Coordinate registration materials and provide back-up during registration.
9. Maintain building office equipment and supplies inventory.
8. Keep current with best practices and requirements as they relate to your job assignment.
10. 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.