

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Principal Secretary - Ninth Grade Campus

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
4. Basic knowledge of bookkeeping

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 and in person with parents, staff and community members in a friendly and professional manner.
2. Type a variety of correspondence and documents.
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. Collect student summer school fees and athletic fees and keep track of athletics paperwork through liaison with Athletic Director.
5. Maintain budgetary records and expenditures for building grants.
6. Enter requisitions for building purchases and maintain purchase order records.
7. Maintain performance evaluation records and submit twelve-month employee vacations requests.
8. Maintain supplies inventory, verify accuracy of orders, and update records.
9. Maintain inventory records of textbooks, materials, and furniture.
10. Coordinate materials and details to ensure the smooth preparation and execution of student and school ceremonies, award programs, and special events.
11. Process and maintain building requests.
12. Coordinate materials and details of school ceremonies, awards, programs and special events.
13. Assist in assembling registration materials and provide backup during registration.
14. Organize and maintain personnel files, and generate information for district personnel directory.

15. Keep current with best practices and requirements as they relate to your job assignment.
16. 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.