

Fairfield Public Schools (Roger Ludlowe Middle School)

Title: Middle School Principal's Secretary

Job Purpose Statement: Provides administrative and secretarial assistance of a confidential, complex, and responsible nature, for the principal of a middle school. Interacts with teachers, parents, students, central office and the public and performs related bookkeeping, records management, and communications services.

Supervision Received: Receives general supervision from the principal or other school administrator; and works with considerable independence, establishing priorities within work assignment.

Supervision Exercised: Provides general supervision and coordinates the work of secretaries of lower grade to assure deadlines are met.

Essential Job Functions:

Greets students, parents, and visitors to school. Screens incoming calls and refers them to appropriate office or person. Screens telephone calls and correspondence requiring personal attention of principal and when possible, prepares replies, including confidential matters. Schedules appointments for principal and acts as liaison with parents, students, central office staff and public. Maintains confidential teacher and staff records. Transmits Principal's directives to designated persons and follows up for compliance, completeness and timeliness.

Coordinates student readers and edits material for daily morning announcements.

Organizes work flow to relieve Principal of administrative details. Screens telephone calls and correspondence requiring personal attention of Principal and prepares replies, including confidential matters. Arranges meetings, schedules appointments for Principal, and acts as liaison with parents, students, staff and public. Coordinates details for staff observations and evaluations and maintains confidential teacher and staff records. Transmits Principal's directives to designated persons, and follows up for compliance, completeness and timeliness.

Monitors approved school budget; helps prepare budget; maintains account balances and projects funding availability based on school activities; keeps principal informed of status of operating budget. Receives funds and performs accounts reconciliation work for student activity and special fund account; and makes bank deposits and balances as necessary. Prepares and processes statistical and financial data for central office.

Maintains inventory of assets, supplies and materials. Prepares and processes all purchase orders, including books, supplies and materials required by staff for school year and communicates with vendors, as necessary, to assure proper pricing and timeliness of payments and deliveries. Updates replacement cost list for textbooks for purpose of lost book fees charged to students. Prepare accountability letters for inadequate funds.

Communicates with head custodian regularly regarding building use, supplies in storage, and security company (emergency drills) monitoring. Initiates security suspension, notifies Central Office previous to emergency drills, and processes emergency drill reports for Fire Marshall and Superintendent.

Incidental Job Functions:

Maintains correspondence and work files for teachers and support staff. Provides assistance to staff members when required. Administers professional development reimbursements, and assists staff with special events. Maintains staff directory and room intercom directory. Creates and prepares all summer electronic mailing information for parents and staff. Processes bi-weekly pay sheets and monthly extra pay report.

Interacts with students daily, including issuing entrance and leave passes, and supervises ill children in the temporary absence of school nurse. Responds to intercom requests from school nurse, counseling office and classrooms for purpose of paging students or staff members

Coordinates with central office use of school building and grounds and maintains log of reservations. Maintains information on various vendors.

Knowledge, Skills and Abilities: Ability to relate in a positive, friendly manner with students, parents, staff members, and the public. Ability to work independently. Ability to supervise. Ability to apply principles of office management to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing using Microsoft Office Suite, Munis/accounting software, Protraxx and IEP Direct with accuracy. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment.

Minimum Qualifications Required: The skills and knowledge required would generally be acquired with graduation from high school and three years of responsible secretarial or clerical administrative experience or an equivalent combination of education and experience. Certification in First Aid/CPR required.

Physical Exertion/Environmental Conditions: Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress involved in interacting with students, parents and the public, and in meeting schedule deadlines.

Bulletin: The job of Middle School Secretary requires a person with superior people, strong secretarial and office administrative skills. The level of independence in performing work is high, and the Secretary must be a self-starter with motivation to be part of a team operation. There are significant budget control duties requiring bookkeeping and accounting knowledge. There is satisfaction in being an integral part of the continued growth and scholastic development of young students.

Roger Ludlowe Middle School
Middle School Principal's Secretary
4/25/19