



## JOB DESCRIPTION

<b>Job Title</b>	Principal's Secretary
<b>Reports to</b>	High School Principal
<b>Location</b>	High School
<b>Hours/Schedule</b>	8 hours/day, 12 months/year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with all people who communicate with Rice Lake High School.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs using computer technology.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## Essential Job Functions

- Primary person responsible for answering multi-line telephone, greeting callers in a friendly, courteous manner, taking accurate messages, answering inquiries, accepting and signing deliveries and packages, and transmitting instructions.
- Primary receptionist for the W10 door.
- Manage district vehicle fleet check-in and check-out.
- Responsible in assisting finding substitute coverage for staff absences.
- Check-in substitutes when they arrive. (Share schedules, provide access to classroom and assist in any way to make the transition as beneficial as possible.)

- Take minutes for all scheduled staff meetings and Building Leadership Team meetings.
- Prepare letters to verify enrollment with Principal's signature for Barron County Social Services and Child Support Offices, Social Security Office, etc.
- Ability to shift quickly between several tasks without loss of continuity.
- Ability to independently identify and undertake additional tasks to be accomplished.
- Ability to establish and maintain effective working relationships.
- Ability to listen actively and demonstrate understanding.
- Schedule the Principal's calendar in its entirety.
- Ability to maintain restraint and keep calm when faced with frustrated individuals. (Remains calm, uses good judgment, and thinks quickly and rationally in difficult or stressful situations.)
- Oral and written skills to convey ideas, facts, and information effectively and accurately.
- Prepare a draft for weekly bulletin for the Principal.
- Prepare draft for student and staff recommendation letters with outline or list of attributes provided by the individual.
- Maintain file for field trips and route paperwork.
- Issue building keys and maintain signature files for keys.
- Serve as State of Wisconsin Notary Public and Work Permit Officer for the high school.
- Maintain and input data required for the completion of the 3<sup>rd</sup> Friday Report in September, 2<sup>nd</sup> Friday Report in January, Enrollment Audit Reports and the Annual School Performance Report.
- Register incoming students and process all transfer requests.
- Verification of graduation date phone calls for employers and companies.
- Responsible for ordering diplomas and checking accuracy for graduation.
- Prepare all purchase orders for purchases out of high school budget accounts.
- Skill in proofreading materials to ensure accuracy.
- Be proficient in a variety of software applications to include Google Docs and Microsoft Office. The ability to use databases and spreadsheets to assemble, manipulate and/or format data and/or reports.
- Be proficient in Skyward and be able to data mine reports requested by the building administrators.
- Locate and compile information and format reports, tables, records and other sources of information.
- Ability to independently identify and undertake additional tasks to be accomplished.
- Maintain records through filing, retrieval, retention, storage, compilation, updating and destruction.
- Other job responsibilities as assigned by building administrators.

<p><b>Ancillary Job Functions</b></p>
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| <ul style="list-style-type: none"> <li>● Support the role for all secretaries in our building to include the athletic secretary, student services secretary, and attendance secretary.</li> <li>● In the event that the attendance secretary is absent and a trained substitute approved by the Principal is not available, provide daily coverage and perform all necessary duties for the attendance secretary position.</li> <li>● Cover lunch hour for the attendance secretary position and perform all duties for this role to ensure an efficient transition among staff.</li> </ul> |
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<p><b>Required Qualifications</b> – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.</p>
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- High school diploma or GED
- Two-year Administrative Assistant associate degree or comparable work experience
- Recent responsible secretarial experience.
- Experience in public relations and communication.
- Experience with children ages 14-18.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Training in basic first aid.

**Knowledge, Skills, and Abilities**

- Knowledge of word processing/spreadsheet software and ability to type at least 50 wpm.
- Knowledge of business English, spelling, and composition.
- Ability to communicate and relate effectively with district staff, students, and parents.
- Ability to maintain accurate and complete records and reports.
- Ability to organize and complete projects in a timely manner.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain confidentiality.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May occasionally be exposed to potentially hazardous bodily fluids.
- Moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- May occasionally be required to lift up to 50 pounds.

*The Rice Lake Area School District is an equal opportunity employer. The District does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.*

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.*