

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Elementary Principal's Secretary

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**EXEMPT:** No  
**SALARY LEVEL:** Per Classified Policy – Classified Clerical  
**LOCATION:** Plymouth Elementary Schools  
**REPORTS TO:** Elementary Principal  
**LENGTH OF WORK:** 8 hours/day – 5 days/week

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**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

**1. SCHOOL OPENING**

- a. Handbooks for the teachers, handbooks for parents and extra curriculum guides typed and copies made.
- b. Books and ledgers set up for the coming year.
- c. Check in and sort supplies and textbooks.
- d. Collect fees and register students.
- e. Process all textbook rental and free and reduced lunch applications.
- f. Send copies of applications to the Administration Building and other schools.
- g. Send letters of approval and denial to all applicants of textbook assistance.
- h. Help prepare and type school-opening materials for principal to distribute to staff and parents.
- i. Type lunch sheets - after assignment is made of classes.
- j. Type attendance register and fill in dates.
- k. Type cumulative folders as well as update cumulative folders and move forward one year.

**2. LUNCH MONEY**

- a. Assist cafeteria aide with any problems she may have.
- b. Deposit lunch money.
- c. Check monthly report and send (with check) to Central Office.

**3. ATTENDANCE**

- a. Attendance is recorded daily.
- b. Reports are completed at the end of each grading period and turned into the Central Office as well as given to teachers for grade cards.
- c. The final report is completed and filed with the Central Office at the end of the school year.
- d. Complete special State and Federal reports.

**4. BOOKKEEPING**

- a. Maintain various school accounts.
- b. Ledgers and bank statements are balanced monthly.
- c. Receipts are written and money deposited daily.

**5. TRANSCRIPTS**

Transcripts are mailed and sent for of all outgoing and incoming pupils. For outgoing students, all records must be up-to-date in the cumulative folder, and this folder is then filed at the back of that grade level.

**6. HEALTH ROOM**

As nurse is available only on a part-time basis, secretary fills this position in her absence. Accident reports are typed on all major injuries.

**7. VISITATION**

Greet and assist parents. Deliver messages to children. Make appointments for teachers with parents as necessary.

**8. CONFIDENTIAL MATERIALS**

Take care of principal's correspondence and student confidential records, etc.

**9. NEWSLETTERS**

Prepare and type newsletter to parents as well as any other messages that need to be sent home.

**10. TEXTBOOK RENTAL**

- a. Reports and money sent to the Central Office throughout the year.
- b. Delinquent book rental and textbook assistance forms are kept up-to-date and copies made for the Central Office.
- c. Receipts are made and letters sent as necessary.

**11. SCHOOL CLOSING**

- a. All ledger sheets are balanced and checks sent to the Administration Building.
- b. Collect books from the classrooms; curriculum guides, record books, handbooks, etc.
- c. Initial and Final attendance report is completed.
- d. Inventory of supplies is taken.
- e. Duplicate records are brought up-to-date and returned to Administration Building.
- f. All cumulative folders of the 5th grade students are sent to the junior high school.
- g. Order supplies for upcoming school year.

**12. ADDITIONAL DUTIES**

- a. Secretarial duties as assigned by principal.
- b. Assist with copy machine maintenance.
- c. Assist teachers with photocopying from time to time.
- d. Type letter for JESSE conferences.
- e. Order supplies (type requisitions).
- f. Keep supply room stocked and maintained.
- g. Fill out attendance record for staff for payroll.
- h. Complete insurance forms when needed.
- i. Assist with notification and distribution of student pictures.
- j. Collect school insurance money, forward to company, assist parents in the filing of any claims.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function 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.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

**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 before groups of school employees, students or parents.

**MATHEMATICAL SKILL:**

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.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

Must be proficient in the use of computers for various office applications. Ability to type accurately at a minimum speed of 50 words per minute. Employee should also be able to use the machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., adding machine, duplicating machine, copy machine, calculator, sorting machines, tools, charts, forms, ledgers, schedules, text books. Employee must maintain a positive relationship with other staff, parents, and students.

**PHYSICAL DEMANDS:**

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The working environment is mainly indoors other than routine errands.

**TERMS OF EMPLOYMENT:**

**205 days per year. Salary and benefits as per Classified Policy.**

**EVALUATION:**

**An evaluation will be done on the employee's performance after the first thirty (30) days.**

*Revised 12/8/00*