

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

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**JOB TITLE:** High School Principal's Secretary

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**EXEMPT:** No  
**SALARY LEVEL:** Per Classified Policy – Classified Clerical  
**LOCATION:** Plymouth Community High School  
**REPORTS TO:** High School Principal  
**LENGTH OF WORK:** 8 hours / day with ½ hour for lunch – 12 months / year

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

1. Supervise and train office aides using various machines, and switchboard.
2. Complete requisitions for all supplies from department chairmen plus supplies for all offices.
3. Personal secretary to principal and assistant principal.
4. Office receptionist.
5. Greet and direct all parents, sales representatives, fund raisers and visitors to various offices/persons.
6. Switchboard - receive and route incoming calls.
7. Maintain absolute confidentiality regarding information which ONLY she and the building administrators know.
8. Prepare payroll registers for certified and non-certified, adult education instructors and their assistants, auditorium workers, pool supervisors and lifeguards, weekend recreation supervisors, etc.
9. Process incoming mail and other deliveries i.e. UPS, Federal Express, etc.
10. Replace lost or stolen student ID's through Imagebase software.
11. Distribute report cards during the summer months that are left from previous school year.
12. Retain substitute teachers for summer school.
13. Process student immunization requests/transcripts of previous school year/s during summer months when guidance office personnel are unavailable.
14. Distribute "pony mail" each day.
15. Responsible for petty cash and payment of claims, postage and library vouchers. Send receipts and claims to the central office at least monthly.
16. Assist assistant principal in scheduling rental of school facilities. Calculate, process, and mail rental fees to applicants.

17. Maintain drug testing student list and results of drug testing from student drivers, athletes, and extra-curricular clubs.
18. Compile club rosters for all PHS clubs for staff use.
19. Assist administrators in planning student registration in August.
20. Maintain postage machine, copiers, and other office equipment.
21. Administrate voice mail system.
22. Type the following:
  - a. written evaluations when requested
  - b. letters of notification to parents regarding drug testing results
  - c. all requisitions for work orders
  - d. requisitions for supplies for ensuing year and during school year when needed
  - e. accident reports and file office copy of same
  - f. letters of recommendation for faculty when asked, i.e., college, military, work, etc.
  - g. student/parent letters and prepare for distribution at registration in August
  - h. prepare and mail post cards to student/parent with registration dates, times, etc. (month of July)
  - i. suspensions and/or expulsions
  - j. purchase office supplies that are not listed on standard supply order and pay from petty cash
  - k. type pages and run off faculty/staff handbook each summer and assemble handbook
  - l. process and maintain records of all work permits

#### **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 and laser printers 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 that 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, thermofax, sorting machines, tools, charts, forms, ledgers, schedules, text books. Employee must be familiar with preparing requisitions, ordering office supplies, processing payroll reports, and normal filing procedures. 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:**

Twelve months per year. Salary and benefits as per Classified Policy.

**EVALUATION:**

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

*Revised 8/29/06*