



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> High School Principal Secretary	<b>Department:</b> High School
<b>Immediate Supervisor's Position Title:</b> High School Principal	<b>FLSA Status:</b> Non-Exempt
	<b>Classification Level:</b> Administrative Assistant III/Grade 13
<b>Job Summary:</b>	
<p>Under the direction of the High School Principal, the High School Principal Secretary is responsible for providing a variety of administrative support, secretarial and clerical functions within the building. Duties assigned to positions at this classification series level typically require substantial previous experience in administrative support procedures, substantial independent judgment, discretion and knowledge of district procedures, policies and program fundamentals. The High School Principal Secretary provides lead worker coordination over other office personnel and is cross trained and can provide backup administrative support in a variety of administrative support areas, as needed. This position is expected to serve as a liaison between the High School Principal, building staff, student, public and district personnel concerning administrative support functions and general daily operational aspects within the building.</p> <p>Essential duties outlined below are intended as “representative” or “illustrative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.</p>	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs a variety of general office and clerical functions within the building. Examples of general office duties performed may include:
  - a) Performs word processing and typing of routine correspondence, agendas, letters, forms, or materials provided by staff in draft form.
  - b) Files forms, correspondence, lesson plans, letters, and/or documents in accordance with established office routines.
  - c) Copies and duplicates materials requested.
  - d) Assists in formatting, typing, preparing and assembling materials for newsletters, brochures, or department correspondence.
  - e) Answering building/department phone(s)/lines and routing calls to the appropriate department(s)/person(s) after determining the nature of the call.
  - f) Screens visitors/students/public coming into the office providing assistance with routine questions or directing visitors to appropriate parties. Answers routine questions of students, parents, staff or others, as able.
  - g) Assists in troubleshooting computer programs and office equipment.
  - h) Updates classroom lunch assignments each trimester.
  - i) Maintains school website, schoology and family portal announcements.
- Serves as a “lead worker” within the Principal’s Office by coordinating, prioritizing and monitoring office routines and office procedures. Orients and trains new office personnel. Assists in scheduling and coordinating interviews. Monitors and prioritizes workflow within the office.
- Serves as a liaison between the building, district, High School Principal and/or the public. Performs such tasks as:



- a) Addresses issues, problems and/or provides information concerning programs, procedures, rules and/or building guidelines and rules within the authority of the position.
  - b) Provides a resource to building personnel, parents and students concerning building operations, procedures, programs, etc.
  - c) Assists in making arrangements for, scheduling and/or coordinating major events, building activities, or functions including such events as in-service training, parent/teacher conferences, open houses, workshops, staff meetings, etc.
  - d) Collects fees, fines, and or monies from various building fundraisers, activities, or events. Records and prepares deposits of collections.
- Performs and coordinates coverage for substitutes/staff absences utilizing the AESOP system.
    - a) Locates and makes arrangements for building substitutes and assures proper payroll records/forms are processed and submitted to the payroll specialist.
    - b) Prepares, verifies, proofs and prepares timesheets and substitute sign in sheets for payroll. Updates hours worked and time off information into AESOP.
    - c) Reconciles all building absences.
    - d) Verifies and ensures correct sub codes are entered for teacher absences and for internal/external substitutes.
    - e) Schedules last minute substitutes for teachers and enters data into AESOP.
- Coordinates, makes arrangements for and assists in the planning of graduation ceremonies, activities and events.
    - a) Coordinates with the guidance office to identify those students who will be receiving diplomas at commencement.
    - b) Orders gifts for graduates and provides vendor with list of names for students requiring diplomas, and orders for caps/gowns.
    - c) Determine number of students walking at commencement and their order for receiving diplomas.
    - d) Prepares graduation programs.
    - e) Orders flower arrangements.
- Collaborates with the Guidance Office regarding Senior Awards programs.
    - a) Identifies which organizations will present awards and those students receiving awards.
    - b) Follows up with organizations to confirm whether or not they will present their awards and/or make award certificates.
    - c) Obtains list of honor students and orders medallions for award night.
- Handles and coordinates HS Office purchasing and ordering activities.
    - a) Enters purchase orders into the Skyward system
    - b) Obtains quotes from vendors in accordance with District purchasing procedures and guidelines.
    - c) Obtains approval for all teacher purchases.
    - d) Submits purchase orders with vendors upon approval.
    - e) Processes invoices in accordance with district guidelines and established procedures.
- Performs other duties of a comparable level or type, as required.
    - a) Attends training sessions, district in-services or staff meetings.
    - b) Assists in special projects, as appropriate.
- Attends work regularly and punctually.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>	
<b>Minimum Educational and Experience:</b>	
Requires a minimum of one year additional schooling or specialized training beyond HS and 3 years of directly related administrative support, clerical and secretarial experience or an equivalent combination of education and experience sufficient to perform the essential duties of the job.	
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> None
<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b> Administrative Assistant I-Receptionist, Attendance Clerk	<b>Total:</b> 2
<b>ESSENTIAL KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of general office procedures and practices.</li> <li>• Knowledge of office etiquette and customer relation procedures and routines.</li> <li>• District and building level administrative policies and procedures.</li> <li>• Knowledge of school district organization and specialized office functions within the department/program/office of assignment.</li> <li>• Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy, websites or data filing systems.</li> <li>• Familiarity with general office productivity software (i.e. word processing, spreadsheet, access, presentational software, email programs, etc.)</li> <li>• General office equipment, e.g., copiers, facsimiles and phones.</li> <li>• Knowledge of computer operation, informational systems and specialized programs used in recording and maintaining district, student or financial information and records (i.e. Skyward, Infinite Campus, and AESOP).</li> </ul> <p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Applying and using word processing applications, spreadsheet applications, internet based applications, and database applications.</li> <li>• Lead and coordinates the activities of other office personnel.</li> <li>• Applying judgment and discretion in carrying out department, program and/or building specific procedures, policies, and operational routines pertaining to assigned areas of responsibility.</li> <li>• Organizing, planning and making arrangements for conferences, meetings, graduation, training sessions, meetings, special events, etc.</li> <li>• Implementing district operations pertaining to the preparation of purchase orders, the ordering of instructional materials, supplies and office equipment; time reporting; monitoring building budgets; and maintenance of inventory records/levels.</li> <li>• Communication, interpersonal skills as applied to interaction with coworkers, high level administrators, department staff, the general public, etc. sufficient to exchange or convey information and to receive work direction.</li> <li>• Implementing and maintaining departmental records, files, or lists.</li> <li>• Customer service and human relation skills in assisting, dealing with and applying proper</li> </ul>

- office and phone etiquette, judgment and discretion in provide and dealing with the staff, public and district personnel.
- Prioritizing job assignments, general organizational skills and performing work assignments requiring attention to detail, precision and accuracy.
- Skilled in the various administrative, secretarial and clerical functions within the building, as needed.
- Applying specialized district software applications used in the maintenance of department/building files and records.

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs				X
Walk		X			Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Light Work:**

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**HAZARDOUS WORKING CONDITIONS:** *The essential duties of the work are performed under various physical hazards or environmental conditions noted*

**Unusual or hazardous working conditions related to performance of duties:**

Duties are performed in a typical school/building/office setting where there are minimal environmental hazards and risks associated with performing the requirements of the job.

