

<b>Job title</b>	<i>Principal's Secretary</i>
<b>Reports to</b>	<i>Principal</i>

### Job purpose

The purpose of the Principal's Secretary is to provide support to the Principal and other administrative staff, as designated by the Principal. The responsibilities of this position include, but are not limited, managing the school's main office and interacting with staff, students, parents and the community on a regular basis. The Principal's Secretary must be flexible, and able to work with frequent interruptions. This is a 12-month position and the work may contain confidential information.

### Duties and Responsibilities

- Act as an assistant the Principal
- Receive money for student activities from teachers, and enter information into appropriate portal
- Complete staff attendance report, submit for administrative review, and submit to HR
- Maintain list of staff out of the building and ensure substitute teachers are provided with appropriate information to facilitate class during the absence
- Greet and assist visitors to the main office
- Supervise students, parents, and visitors as they await appointments with the Principal
- Handle telephone calls to the school, responding to questions or referring the call as indicated
- Prepare letters, memos, bulletins, announcements, newsletters, forms, etc. as directed by the Principal and/or Assistant Principal
- Maintain the Principal's calendar and act as gatekeeper for those wanting to meet with the Principal in person, by telephone or by video conference
- Maintain a binder of board reports
- Act as point of contact between IAA and IPS for all transportation needs
- Assist other office secretaries as necessary
- Assist the Principal with specific tasks or projects, and all other duties as assigned

### Qualifications & Skills

- High school diploma or GED
- 3-5 years of experience in an administrative/clerical role
- Experience working in a school setting is desired
- Preferred experience in an urban public school or charter school setting.

### Physical requirements

Must have ability to sit and/or stand for extended periods of time and capable of bending and lifting light to minimally heavy objects.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	