



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Principal's Secretary

Reports to: Building Principal
Number of Days: Varies depending on site
Compensation: CA-08 or CA-09 depending on certification
Overtime Status: Non-Exempt
Date Job Revised: June 28, 2011

Position Summary: Responsible for organizing and coordinating office operations and procedures in order to ensure effectiveness and efficiency.

Qualifications/Job Requirements:

Education:

- High school diploma or equivalent.

Specialized Knowledge, Licenses, etc:

- Must pass the TCC Secretarial Assessment test.

Experience:

- Previous experience in human resources/customer service preferred.

Specific Training/Skills:

- Proficient computer skills including word processing, spreadsheets and email

Physical Requirements (If Applicable):

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Other:

- Excellent interpersonal skills.
- Problem solving and decision making skills.
- Effective verbal and listening communication skills.
- Diffuse potential problems with students, parents, public & staff.
- Maintain a high level of confidentiality.
- Office administration.
- Ability to maintain a high level of accuracy in preparing information.
- Must be highly motivated and have a positive attitude.
- Ability to plan, coordinate and complete assignments without direct supervision is a must.

Scope of Authority (If Applicable):

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Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

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Customer Contacts:

- Internal:
- External:

Duties and Responsibilities:

- Serve as Office Manager. Duties include supervision and training of all clerical staff. The Principal's Secretary must be qualified to perform all duties of every clerical position.
- Responsible for reporting monthly and bi-weekly payroll.
- Accept phone calls directed to the Principal. Screen calls, evaluate nature of call and resolve or re-direct.
- Interview applicants and make hire recommendations to Principal for support positions.
- Maintain Principal's voice mail, as requested by the Principal, and scheduling of appointments.
- Prepare all reporting as required by ESC; this includes opening and closing of school documents, membership reports, staff/schedule of assignments, state reports and any other reporting requested.
- Maintain records and process vendor orders for building.
- Manage Site, Title, and Bond budgets.
- Request and track work order requests.
- Maintain all confidential personnel files for building.
- Process and direct documentation to staff from Principal.
- Receive, review and distribute mail sent to Principal.
- Work closely with PTSA and Foundation to coordinate events.
- Attend as member and serve as recording secretary for Board of Control, Safe School and Suspension Review Committees.
- Serve as building Notary Public.
- Any other duties as directed by building Principal.