

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

SECRETARY TO THE PRINCIPAL

POSITION: Secretary to the Principal

REPORTS TO: Site Administrator

LOCATION: Various Sites

**NATURE OF WORK:**

This position serves as the secretary to the principal of a school by performing secretarial, financial, clerical, and public relations work in a school office under the general supervision of the principal. This administrative level of secretarial work involves assisting the principal by relieving him/her of clerical and administrative details; may coordinate the work of the clerical staff; personally performs a variety of difficult and complex clerical tasks; and does related work as required, consistent with the job description. Employees in this job class ensure that school office and related administrative activities are conducted in accordance with established policies and procedures, personally performs the more difficult and complex work, and may lead and train other workers as applicable.

**ESSENTIAL FUNCTIONS:**

- Serves as the secretary to the school principal;
- Establishes and maintains significant, sensitive, confidential, and personal logs, files, documents, and records;
- Prepares correspondence, observations, and evaluations;
- Prepares and maintains financial records including payroll, leave, and school activity funds;
- Assists with scheduling school facilities and maintaining policies and regulations related to the use of school facilities;
- Maintains ledgers and journals, makes bank reconciliations and prepares reports, statements, and summaries;
- Assists the principal by relieving him/her of clerical and administrative details;
- Projects a positive image of the school to the school community and the public;
- Utilizes technology to perform tasks;
- Maintains integrity and confidentiality; and
- Reports to work daily and on time.

**DUTIES AND RESPONSIBILITIES:**

- Receives and deposits monies into appropriate accounts; verifies billings and issues checks for payment;
- Generates purchase orders and confirms delivery, including direct contact with vendors;
- Composes routine and non-technical correspondence and prepares special reports and summaries as required;
- Screens incoming telephone calls; answers general inquiries and directs those, where practical, to other school personnel;
- Reviews incoming mail, obtains and attaches pertinent information, prioritizes and routes to school personnel as appropriate;
- Maintains time records and computes hours worked within pay periods for teachers, staff, and substitutes and distributes paychecks; and
- Performs other related duties as required.

**QUALIFICATIONS:**

- Graduation from high school (or GED);

- Further secretarial training is desirable;
- Three years of general office, clerical, or secretarial experience;
- Passing score on a proficiency exam conducted by SMCPS (applicants must establish proficiency prior to accepting employment);
  - Thorough working knowledge of office technology, including office equipment and software;
  - Considerable knowledge of school system reports, procedures, and processes;
  - Ability to maintain integrity and confidentiality;
  - Considerable knowledge of effective office practices and procedures;
  - Working knowledge of bookkeeping procedures;
  - Ability to make decisions in accordance with regulations and established policies;
  - Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
  - Ability to work independently without supervision and ability to supervise others when required; and
  - Ability to project a positive image to the public.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 15.

**BARGAINING UNIT ELIGIBILITY:** EASMC