

The Howard County Public School System

Job Analysis

JOB TITLE: Principal's Secretary, Elementary and Middle School

DOT/O*NET Code: 201.362-022/43-6011.00

POSITION INFORMATION

Summary of Duties: The primary responsibility of the elementary and middle school Principal's Secretary is to provide support to the Principal and other administrative staff. He or she is responsible for bookkeeping functions involving the capital budget, school budget, and activity funds. The Principal's Secretary manages the school's main office and interacts with staff, students, parents, and the community on a regular basis. He or she maintains the payroll attendance records. The Principal's Secretary may perform lunch duty, recess duty, or other monitoring of students. 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.

Essential Job Functions:

- Responsible for electronically managing the capital and school budgets.
- Initiate purchase orders, confirm pricing, and place orders; submit documents to the central office for credit card purchases.
- Receive orders, match packing slip to contents, and record in the computer.
- Trace lost orders.
- Monitor budget use by teachers; notify teachers of available money.
- Write checks; post deposits.
- Receive money for student activities from teachers, and enter information into the computer using accounting software.
- Place activity money in the school safe, and deposit it in the bank at pre-determined intervals.
- Complete the staff attendance report, submit for administrative review, and submit to payroll.
- Run errands for the school, including trips to the bank, post office, and print shop; travel to the central office may also be required.
- Train and oversee the work of new clerical employees.
- Greet and assist visitors to the school.
- Handle telephone calls to the school, responding to questions or referring the call as indicated.
- Perform general clerical functions, such as photocopying, faxing, filing, and preparing correspondence.
- Prepare electronic newsletters and announcements for parents.
- Respond to public requests for information.
- Maintain the Principal's calendar; assist the Principal with specific tasks or projects.

- Attend meetings outside of the school.
- Maintain the building use calendar.
- Submit maintenance and repair requests to the central office.
- Track all IEP meetings.
- Notify the fire department of fire drills; record frequency of fire drills.
- Proof read applications, grants, and proposals.
- Maintain the policy manual.
- Maintain a binder of Board of Education minutes.
- Prepare bullying and harassment report.
- Prepare workers' compensation paperwork.
- Monitor accuracy of the public address system, bells, and telephone system.
- Make minor repairs to office equipment.
- Assist other office secretaries as necessary.
- Prepare staff handbook.
- Assist with substitute teachers.

Machinery, Tools, Equipment, Work Aids Used:

- Computer
- Printer
- Facsimile machine
- Telephone
- Photocopier
- Laminating machine
- Calculator
- Safe
- Public Address system
- Accounting software
- General office supplies
- 800 MHZ Radio

Products/Materials Handled:

- Money, checks
- Files
- Keys
- Orders from the print shop; miscellaneous deliveries.
- All items listed above under machinery, tools, equipment, work aids used.

EDUCATIONAL/VOCATIONAL PREPARATION

- High School Diploma/GED and three years of related experience.
- Experience working in a school setting is desired.

REQUIRED CERTIFICATES/LICENSES

- N/A

KNOWLEDGE, SKILLS AND ABILITIES

- Bookkeeping skills.
- Computer skills; use of a Mac and PC may be required.
- Knowledge of Microsoft Office and accounting software.
- Strong oral and written communication skills.
- Training skills.
- Strong interpersonal skills.
- Thorough knowledge of general office procedures, including recordkeeping methods, correspondence preparation, and maintenance of filing systems.
- Ability to remain flexible, with constant interruptions and changes to routine.

JOB SITE ENVIRONMENT

Work Site

- 95% inside
- 5% outside

Temperature Factors (cold, heat, wet, humid, with or without temperature change):

- Exposed to weather conditions when outside of the school building.

Noise Factors

- Occasional noise from large groups of students, bells, or alarm systems.

Vibrations

- N/A

Air Quality Factors

- Fumes from the laminating machine, occasionally

Working Surface

- Flat, tiled or carpeted floors.
- Stairs.
- Ground, cement and paved surfaces outside.

PHYSICAL REQUIREMENTS - Secretary to the Principal - Elementary and Middle

Non-Material Handling:							
Not Required		Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%	
N	R	I	O	F	C	<i>Description of Requirements at one time and throughout the shift</i>	
		X					Partial bending for 5 to 30 sec at a time to reach table height is most common. Bending to store or retrieve files or to store or retrieve material below counter height can be frequent at times. Alternatives to bending may include sitting on a stool, squatting, and kneeling.
	X						Usually partial squatting for 2 to 10 sec at a time. Alternatives to squatting may include sitting, bending, and kneeling.
		X					May be used to store or retrieve files or materials in a cabinet below counter level. Alternatives to kneeling may include sitting, bending, and squatting.
X							Not required.
			X				Most surfaces are level and even.
		X					May at times be needed repeatedly to store or retrieve files or materials.
					X		Sustained sitting is usually required for much of the day to complete work at the computer. Standing for at least 1 to 3 minutes regularly is recommended.
			X				Standing is usually combined with walking short distances in the office area.
			X				Generally for short distances within the office.
X							Not required.
			X				Alternating is usually optional, but recommended for brief periods at regular intervals.
					X		Needed for turning pages, handwriting, keyboarding, manipulating files, to use telephone most frequently. Manipulate small and medium size objects may be needed.
			X				May be needed to operate office equipment, usually for brief periods but may be needed at times for extended periods.
X							Not usually needed but could be needed to operate a dictaphone.
		X					Usually not needed but may be may be needed for efficient travel between floors at times. An elevator may be available.
X							Not usually required. May be used at times to decorate.
		X					Needed to drive to bank and post office.

School

Material Handling:							
Not Required		Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%	
Repetitions per day							
N	R	I	O	F	C	In pounds	
	30	--	--	--	--		On rare occasions boxes of books may need to be moved. Alternatives to lifting a heavy box include dividing the load, assistance from custodian or sliding the box.
	30	--	15	5	3		May be needed to move a stack or box of folders.
	--	--	15	5	3		May be needed to store or retrieve supplies.
	--	10	--	--	--		Needed to move the office cart. On special occasions may be needed frequently and for extended periods of time.
	15	--	--	--	--		Needed to move the office cart. On special occasions may be needed frequently and for extended periods of time.
	15	--	--	--	--		May be needed to move a box of files. A cart is available. Custodian may be available to assist.
	--	15	--	--	--		May be needed to move a box of files. A cart is available. Custodian may be available to assist.

JOB ANALYSIS REVIEW

Printed Name

Signature

Title

Howard County Public School System

Date

JOB ANALYSIS PREPARATION

Nancy Forest, M.A. CRC, CCM, CDMS, CLCP
Printed Name

Signature

Senior Rehabilitation Case Manager
Title

First Rehabilitation Resources, Inc.
Company

Date

Michael Caruso, PT, OCS, FAAOMPT
Printed Name

Signature

Industrial Physical Therapist
Title

Occupational Rehabilitation Associates
Company

Date