



Columbia County School District Job Description

Position Title: Principal Secretary – Elementary & Middle		
Department: School/Department	Evaluation Instrument: Performance will be evaluated annually by the Principal or designee in accordance with Policy GBI- Evaluation of Personnel	
Pay Grade: General Services Salary Schedule, Grade I	Pay Type: Non – Exempt	Retirement: TRS
Contract Work Year: Elem – 205 days per year, 8 hours per day; Middle – 215 days per year, 8 hours per day		
Reports to: Principal		

MINIMUM QUALIFICATIONS
<p>EDUCATION: High school graduate or equivalent; college or business school preferred.</p> <p>ESSENTIAL KNOWLEDGE/SKILLS: Proficient typing skills at 60 wpm preferred. Skills in filing, accounting, recordkeeping and computer training or experience. Knowledge of English grammar, punctuation, and mathematics; skill in typing; ability to read, spell proofread, organize, use the phone, listen, understand and follow directions, write legibly; ability to schedule and coordinate meetings and conference; ability to interpret written materials and communicate verbally; ability to learn the policies, procedures, and services provided by the administrator to whom assigned; ability to verify data; accuracy; tact; good judgement; good interpersonal skills necessary to deal with diverse publics; or any equivalent combination of experience and training that would provide the required knowledge, skills and abilities.</p> <p>EXPERIENCE: At least two years’ experience in secretarial position, office management and/or accounting.</p>
GOAL
Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.
REPRESENTATIVE DUTIES & RESPONSIBILITIES
<p>Secretarial Duties</p> <ul style="list-style-type: none"> • Assists in establishing and maintaining general office procedures. • Keeps record of all written and oral correspondence for the office. • Routes all correspondence/messages to appropriate school personnel. • Assists with processing and disseminating mail as assigned. • Assists with bookkeeping duties as assigned. • Performs delegated duties and routine responsibilities according to established and accepted procedures. • Inventories and requests office supplies and materials necessary for day-to-day operations. • Places orders for the procurement of needed materials and equipment, as directed. • Assists in establishing and maintaining appropriate yearly records and reports as required by the system and school. • Maintains accurate and readily accessible records on all correspondence. • Processes monthly attendance reports, as required. • Types and assembles correspondence, memos, reports, budgets, handbooks, and other materials. • Assists in scheduling daily appointments. • Maintains a system to handle pending items of business to ensure accurate completion and follow through on assignments. • Keeps the supervisor informed of all matters pertinent to responsibilities. • Assists in the operation and maintenance of all office machines and equipment.

- Prepares materials for presentations, workshops, in-service, and conferences, as needed by school personnel.
- Assists with registration as assigned.
- Performs related duties as required and assigned by the supervisor.

Bookkeeper Duties

- Counts, deposits, and tracks all money traveling through the school.
- Prepares and conducts bank deposits daily or as directed.
- Processes payments on accounts as they become due.
- Records all transactions in the school accounting system in a prompt/timely manner.
- Balances bank statements monthly and completes quarterly reports.
- Maintains accurate school accounts using the accounting system and applicable State-established guidelines.
- Submits purchase orders as needed.
- Assists in budget preparation and records and submits school budget in the appropriate software.
- Responsible for the compilation of all school accounting records for the annual financial audit.
- Adheres to all guidelines and procedures established by the school board.
- Performs other duties as assigned.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position’s role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: April 24, 2019