

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

**POSITION PROFILE – SECRETARY TO THE MIDDLE SCHOOL
PRINCIPAL/ASSISTANT PRINCIPAL**

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Minimum of three years of secretarial experience.

SKILL PREPARATION

Experiential knowledge of office procedures and practices.

Ability to operate a computer and related software with competence.

Ability to exhibit competence in transcribing and typing with considerable accuracy from written or dictated materials.

DUTIES AND RESPONSIBILITIES

Be directly responsible to the Middle School Principal for the completion of all appropriately assigned duties.

Handle information with professionalism, discretion, and confidentiality.

Organize and maintain an orderly filing system for the principal and assistant principal.

Keep accurate and current financial records of all funds for the middle school.

Monitor the petty cash fund for the middle school.

Be responsible for substitute information and calls for substitutes for personal days, sick days, field trips, etc.

Maintain daily and weekly absentee records of all personnel and prepare a weekly absence form to be submitted to the Human Resource Department.

Maintain observation and evaluation files for all middle school staff members.

Assist in the development of student and teacher schedules.

Order and maintain office supplies, teacher supplies, and textbooks for the building.
Be responsible for Facility Usage Calendar for the middle school.

Complete all field trip permission slips and field trip bus requests.

Copy and keep in stock all forms needed at the middle school.

Create monthly calendars to be posted for upcoming events.

Be responsible for the Students of the Month posting, pictures, and letters.

Assist PTO with annual events, such as magazine campaign, book fair, newsletter, and Middle School Education Week.

Be responsible to work in coordination with the Receptionist and the Guidance Secretary for the accurate and timely completion of all tasks.

Discharge all other assignments properly delegated by the Middle School Principal and Assistant Principal.

EVALUATION

Evaluation will be conducted annually by the Middle School Principal in the areas of skill preparation, job performance, and interpersonal skills.