

New Albany-Floyd County Consolidated School District Secretary to the Principal (442)

JOB POSTING

Job Details

Title

Secretary to the Principal

Posting ID

442

Description

TITLE: Secretary to the Principal
CLASSIFICATION: Operational Support Staff
PAY GRADE 15: \$17.63 - \$18.73 hourly (based on education and experience)
LENGTH: 8 hours daily / 260 days yearly
REPORTS TO: Building Principal

QUALIFICATIONS:

- High School Diploma
- Experience of (3) or more years in administrative, accounting/bookkeeping or secretarial position in a similar sized school district or equivalent setting required
- Such alternatives to the above as the Administration may find appropriate and acceptable
- **MUST** be able to type and handle various types of correspondence, paperwork, and reports
- **MUST** be proficient in the use of word processing and database applications with advanced excel skills.

RESPONSIBILITIES:

- Performs secretarial duties for building principal including maintaining and organizing filing systems.
- Places and receives telephone calls, manages recorded and written messages.
- Meets and interacts daily with staff, students, parents and general public on school related/student matters.
- Maintains accurate and complete permanent record files for current/withdrawn students and graduates.
- Maintains statistical data for local, State, and Federal reporting.
- Coordinates and assists with enrollments/withdrawals, fundraising requests, facility use forms, field trips and transportation, class audits, class rankings and payroll reports.
- Assists counselors with transcript verifications and maintains graduate lists.
- Coordinates Master Calendar, events, and facilities use.
- Coordinates and assists with beginning, yearend, and graduation activities.
- Performs other related duties as assigned by the Administration and/or other designee.

Shift Type

Full-Time

Salary Range

Per Hour

Location

Floyd Central High School

Applications Accepted

Start Date

07/14/2021