

# OFFICE MANAGER/ PRINCIPAL SECRETARY



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**Reports To:** Building Principal  
**Salary Schedule:** Schedule B  
**FLSA Status:** Hourly

**Bargaining Unit:** Wenatchee Assoc. of PSE  
**EEO Class:** Level 5  
**Revised Date:** March 2019

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## **SUMMARY:**

Performs a variety of responsible office and secretarial duties, regularly and independently. Confidential secretary to school principal with a thorough knowledge of the school's purpose, functions, and practices. Assists supervisor in relieving them of administrative details. Responds to inquiries from students, parents, staff and community. Coordinates meeting arrangements, records maintenance and office procedures. May direct the work activities of classified clerical employees within the office, plus may assign, coordinate, and supervise volunteer staff. May provide first aid care.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:** Overall office management support.

- Primary secretary for building administrator.
- Maintains the building administrator's calendars and schedules appointments.
- Trains and supervises office staff in proper and efficient procedures.
- Answers telephone, distributes mail and other printed materials to appropriate staff as back up to building secretary.
- Prepares correspondence, memoranda, bulletins, data tabulations and required district forms efficiently and accurately.
- Provides secretarial services for staff as directed by the administrator.
- Prepares materials for distribution to students, staff and parents.
- Provides information and receptionist services as a backup to building secretary.
- Provides information to parents using multiple sources such as school messenger, email, newsletter, etc. regarding school rules, regulations and events.
- Assist in organizing and communicating school events.
- Works in close contact with parent and community groups in school-related activities.

- Coordinates outgoing and incoming communications to community, staff and students, including keeping master calendar of school and staff events.
- Administers first aid to students as needed.
- Coordinates medical aid with parents and professional medical personnel, including medication administration as needed.
- Assists in providing school fiscal data.
- Assists administrator with building budget preparation, including managing building purchase orders.
- Assists in accounting for monies received for lunches and school events as necessary.
- Maintains financial records as necessary in coordination with the business office.
- Manage building keys and distribution.
- Manage student electronic records (enrollment, withdraws, monthly state reporting, ect.)
- Manage and track building choice students and communications with parents.
- Process building reports (report cards, coversheets, etc.)
- Manage building absences, substitute needs and reconciliation.
- Performs other duties as assigned.

#### **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Teamwork** - Exhibits objectivity and openness to other's views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

**Computer Skills** – To perform this job successfully, an individual should have strong knowledge of computer operating systems.

**Customer Service** – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

**Mathematical Skills** – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Interpersonal Skills** - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Oral and Written Communication** - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality** - Is consistently at work and on time; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

#### **EDUCATION AND EXPERIENCE:**

- High school graduate or equivalent.
- Two years secretarial/clerical experience, including computer data input and retrieval.
- Knowledge of school operation and ability to relate effectively to students, staff and parents.
- Basic understanding of bookkeeping procedures.
- Strong record keeping, filing and organizational skills.
- Excellent telephone and computer/data entry skills, with the ability to type 50 wpm.
- Strong computer skills a must.
- Ability to adapt to a variety of situations, to remain calm under stress.
- Ability to inspire confidence and obtain the cooperation of students, parents, teachers and the public.
- Ability to relate effectively to diverse population.
- Possess excellent English grammar, spelling and punctuation skills.
- Attendance and punctuality are important in this position.
- Valid First Aid/CPR card or ability to obtain one.

- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

The environmental factors described here are representative of those that may be present in the work place while the employee performs the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is occasionally required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.

