

**FAIRVIEW SCHOOL DISTRICT  
POSITION DESCRIPTION**

TITLE: Secretary to the Elementary Principal

QUALIFICATIONS:

1. Associate Degree or 2 years of post high school education
2. Accurate typist (50 wpm or more)
3. Excellent knowledge of Office 2007
4. Experience in various office duties
5. Meet at least 80% proficiency on an English proofreading and grammar examination

NOTE: Candidates will be tested separately in the following areas:

- Typing (for speed and accuracy)
- *MS Word*
- *MS Excel*
- *MS PowerPoint*

REPORTS TO: Elementary School Principal

JOB GOAL: To ensure the smooth operation of the elementary school principal's office.

POSITION RESPONSIBILITIES:

1. Acts as personal secretary to the elementary school principal.
2. Manages all correspondence and the appointment calendar for principal and building.
3. Maintains the principal's and main office filing system.
4. Executes all purchase order requests – ordering, checking in and routing of mail/parcels, follow-up with companies, budget reports, etc. and keeps track of all FES budget line items.
5. Maintains an inventory of office supplies and orders as needed.
6. Responsible for petty cash distribution .
7. Enters and retrieves data in student management systems including all discipline, student contact information, schedules, and academic data.
8. Maintains confidential files of individual staff members for the elementary school principal and manages faculty observation schedule.
9. Generates a weekly bulletin and a bi-monthly newsletter and follows through with all aspects of securing accurate information for each and distributing as necessary.
10. Types letters, observation reports, flyers, meeting agendas and minutes.
11. Types weekly bulletin and monthly newsletter and processes mailing, including electronic correspondence.
12. Responsible for district forms and reporting attendance of staff to the CAB.
13. Assists the principal in the budgeting process.
14. Meets weekly with the principal and other staff to insure the smooth functioning of the school.
15. Gathers data for and produces yearly calendar of events for entire elementary school.
16. Facilitates principals' involvement with building programs/activities, public functions, and ceremonies.
17. Oversees job postings, personnel matters form, facilities requests, and field trips.
18. Responsible for scheduling substitute teachers and preparation of materials for them.
19. Establishes and maintains an effective and cordial relationship with parents, students, staff and visitors to the elementary school.
20. Works with attendance clerk to answer phones and make necessary calls.
21. Carries out others duties as may be required by the principal.

TERMS OF EMPLOYMENT: 12 month position

HOURS: 7:30 a.m – 4:00 p.m. daily (8 hours per day)

SALARY: \$13.35/hr. (2011/12 school year)

EVALUATION: Annually in accordance with provisions of board policy.

BOARD APPROVED: July 11, 2011

**Interested candidates should forward application and resume' to:**

**Erik Kincade, Superintendent of Schools  
Fairview School District  
7466 McCray Road  
Fairview PA 16415**