

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: CLASSIFIED/SUPPORT
EMPLOYEES

TITLE : JOB DESCRIPTION –
PRINCIPAL SECRETARY

ADOPTED: JANUARY 19, 2015

REVISED: May 20, 2019

504.2 E JOB DESCRIPTION – PRINCIPAL SECRETARY

General Office Duties

1. Answer telephone for Principal office and overflow from front office.
2. Open and distribute mail and e-mail.
3. Type and send out announcements, correspondence and confidential letters regarding students and staff.
Keep a file of all correspondence and memos.
4. Attending meetings as designated.
5. Confer with Principal to improve procedures.
6. Daily file folder maintenance for Principal.
7. Maintain calendar for Principal and schedule meetings as needed.
8. All other duties as assigned.

Handbooks

1. Update and prepare for copying to Teachers Handbook.
2. Update and prepare for copying the high school handbooks to be printed in house.
3. Update and work with outside printing company for elementary handbooks.
4. Prepare and pass out Athletic/Student handbooks.

Discipline Referrals

1. Assist with typing, copying and mailing of discipline referrals.

Duties in Collaboration with Principal

1. Prepare notices for Open House, parent/teacher conferences.
2. Prepare press releases.

Fundraisers

1. Coordinate yearly elementary fundraiser(s) used to pay for annual field trips.
 - a. Choose fund-raiser(s) and present to the Board for approval.
 - b. Prepare forms.
 - c. Have teacher/staff meetings.
 - d. Present to students
 - e. Choose and order prizes (when applicable)
 - f. Collect order forms and monies from students/teachers.
 - g. Solicit fundraiser at Open House or other school events.
 - h. Place orders.

Graduation

1. Order Diplomas
2. Have seniors sign their name exactly as on their birth certificates. Type the list on special forms to be sent to the printing company, usually during the month of January.
3. Assist Senior Class Advisors with graduation arrangements.
4. Put the diplomas in the diploma covers; prepare labels for envelopes, and a list of all graduates. Copy all signed diplomas for file and get immunization records from nurse.
5. Collaborate with the printing of the graduation program.
6. Enlist the services of a member from the ministry.
7. Order medallions, caps and gowns and decorations with the guidance of the Graduation Advisors.
8. Prepare and distribute all press releases/media regarding graduation.

Special Education

1. IEP Writer (www.iepwriter.com/pa)
 - a. Update student address, phone number, status, dates, users, parent guardian information, etc.
 - b. Maintain Special Education Files
 - c. When items are returned, file.
 - d. Add/Delete users as needed and maintain their rosters throughout the year.
2. School Psychologist
 - a. Mail home information.
 - b. Prepare and mail home evaluations/reevaluations as needed.
3. Outside Organizations
 - a. Act as a go-between with non-school entities such as MHMR, wrap-around services, CAMCO, IUO8, etc. to schedule meetings and forward messages to director regarding services for students.
4. Special Education Reports
 - a. Assist with collection of data for the Special Education plan due every three years to PDE.
 - b. Assist with collection of data for the Special Education Cyclical Monitoring occurs every six years and enter data into the FSA website for review by the Bureau of Special Education.
 - c. Assist, where needed, with the corrective action plan process in regard to the audit.
 - d. Ensure that all files are in order.
5. Other
 - a. Confer with Head of Special Education, School Psychologist, Principal, Superintendent, and teachers to improve procedures.
 - b. All other duties assigned.
6. Discipline Reports for Special Education Students.
 - a. Print reports from ProSoft for major discipline.
 - b. Enter into IEP write for each month.

Student Activities

1. Manage Accounts Payable/Receivable Elementary Student Account
2. Manage Accounts Payable/Receivable High School Student Account
3. Keep accounting records on all activities accounts.
4. Work with all Student Treasurers to maintain accurate records of all individual class/group accounts.
5. Pay all Student Active Account Bills.
6. Deposit all monies for Student class/group accounts.
7. Balance books monthly with reports to the Principal and Business office.
8. Close books in June and prepare accounts for the auditor.