

**Job Title:** Principal's Secretary 2010-2011 School Year

**Starting rate:** \$18.62 - \$23.94 per hour (35,000 – 45,000 per year)

**Work Year/Schedule:** 8 hours/day, 5 days/week

**Application Due Date:** June 25, 2010

**Position Start Date:** July 26, 2010, 235 day job with 10 paid holidays

**Essential Functions**

Maintain school operations such as managing the school phone system, teacher records, substitute system, student registration, report cards and completion of school reports. This person is also responsible for maintaining the school's business operation, and will be in charge of payroll, accounts receivable, purchasing and employee demographics. This person will also maintain all school records with the exception of student records. Finally, this person will organize and manage student workers in the main office.

**Requirements:**

High school graduation or equivalent, One to three years of experience providing secretarial, administrative and clerical support. Must be proficient in Microsoft Office. Must have effective oral and written communication skills, and have good organizational skills.

**Recommended, but not required**

Applicant has a working knowledge of quickbooks. Applicant has a working knowledge of Infinite Campus Student Information System. Applicant is bilingual (English/Spanish).