

The Howard County Public School System

Job Analysis

JOB TITLE: Principal's Secretary, High School

DOT/O*NET Code: 201.362-022/43-6011.00

POSITION INFORMATION

Summary of Duties: The primary responsibility of the High School Principal's Secretary is to provide support to the Principal and other administrative staff. The Principal's Secretary trains the clerical staff, oversees clerical work assignments, performs general clerical functions, and interacts with teachers, students, parents, and the community on a regular basis. He or she maintains payroll attendance records. The Principal's Secretary must be flexible, and able to work with the frequent interruptions that occur throughout the school day. This is a 12-month position and the work may contain confidential information.

Essential Job Functions:

- Maintain the Principal's calendar; assist the Principal with specific tasks or projects.
- Review correspondence for the Principal or school, addressing any issues to the extent possible.
- Communicate via e-mail within the school, with other high school secretaries, with the central office, and with the community.
- Handle telephone calls for the Principal/administration to the extent possible, referring calls to the administration when necessary.
- Train clerical staff and oversee work assignments of clerical staff and student aides.
- Coordinate, prepare materials, and set up for staff meetings, special events, workshops, and conferences.
- Interact with students and parents in the resolution of conflicts; refer issues to other staff members as indicated.
- Complete the staff attendance report and submit for administrative review and to payroll.
- Prepare salary vouchers.
- Take registered mail to the post office.
- Deliver a variety of items to the classrooms, such as print shop orders, or items brought to school that were forgotten by students.
- Handle overflow calls to the school as necessary.
- File.
- Maintain contact with the administration and security personnel through the use of walkie-talkies.
- Prepare formal correspondence.
- Track all IEP meetings.
- Notify the fire department of fire drills; record frequency of fire drills.
- Maintain the policy manual.

- Maintain a binder of Board of Education minutes.
- Prepare Workers' Compensation paperwork.
- May assist with obtaining substitute teachers.
- Responsibilities during the summer include preparation of a new handbook, assisting students with community service hours, and completing a variety of projects for the next school year.

Machinery, Tools, Equipment, Work Aids Used:

- Computer
- Printer
- Telephone
- Photocopier
- Calculator
- Walkie-talkie
- Public Address system
- Microsoft Office software
- General office supplies
- Facsimile Machine
- 800 MHZ Radio

Products/Materials Handled:

- Files
- Keys
- Orders from the print shop; miscellaneous deliveries.
- May move furniture when preparing a room for a meeting.
- All items listed above under machinery, tools, equipment, work aids used.

EDUCATIONAL/VOCATIONAL PREPARATION

- High School Diploma/GED and three years of related experience.
- Experience working in a school setting is desired.

REQUIRED CERTIFICATES/LICENSES

- N/A

KNOWLEDGE, SKILLS AND ABILITIES

- Computer skills.
- Knowledge of Microsoft Office software.
- Strong interpersonal skills.
- Ability to deal effectively and diplomatically with conflicts that arise.
- Ability to maintain a positive attitude and calm manner.
- Strong oral and written communication skills.
- Training skills.
- Thorough knowledge of general office procedures, including recordkeeping methods, correspondence preparation, and maintenance of filing systems.

- Ability to remain flexible, with constant interruptions and changes to routine.
- Math skills.

JOB SITE ENVIRONMENT

Work Site

- 95% inside
- 5% outside

Temperature Factors (cold, heat, wet, humid, with or without temperature change):

- Exposed to weather conditions when outside of the school building.

Noise Factors

- Occasional noise from large groups of students, bells, or alarm systems.

Vibrations

- N/A

Air Quality Factors

- N/A

Working Surface

- Even, tiled or carpeted floors.
- Stairs
- Ground, cement and paved surfaces outside.

PHYSICAL REQUIREMENTS - Secretary to the Principal - High School

Non-Material Handling:							
	<u>Not Required</u>		<u>Rarely</u> <1%	<u>Infrequently</u> <8%	<u>Occasionally</u> <33%	<u>Frequently</u> <66%	<u>Constantly</u> >67%
	N	R	I	O	F	C	<i>Description of Requirements at one time and throughout the shift</i>
Bend				X			Partial bending for 5 to 30 sec at a time to reach table height is most common. Bending to store or retrieve files or to store or retrieve material below counter height can be frequent at times. Alternatives to bending may include sitting on a stool, squatting, and kneeling.
Squat		X					Usually partial squatting for 2 to 10 sec at a time. Alternatives to squatting may include sitting, bending, and kneeling.
Kneel		X					May be used to store or retrieve files or materials in a cabinet below counter level. Alternatives to kneeling may include sitting, bending, and squatting.
Crawl	X						Not required.
Balance				X			Most surfaces are level and even. Needs to be able to negotiate around tables and chairs with active students.
Reach Above Shoulder		X					Needed repeatedly at times to store or retrieve files or materials.
Sit				X			Sustained sitting is usually limited to 5 to 10 minutes at a time, but may need to sit for 60 minutes at a time.
Stand						X	Standing is usually combined with walking short distances for most of the day.
Walk					X		Generally for short distances within the offices. Needs to be able to walk for sustained periods on an infrequent basis.
Running	X						Not required.
Alternate Sit/Stand						X	Needed throughout the day.
Hand Dexterity						X	Needed for turning pages, handwriting, keyboarding, manipulating files, to use telephone most frequently and other office tools and machines; and manipulate small and medium size objects.
Hand Controls			X				May be needed to operate office equipment. May at times be needed for extended periods.
Foot Controls	X						Not usually needed.
Stair Climb		X					Needed at times for efficient travel between floors. An elevator may be available.
Ladder Climb	X						Not usually required but may be needed to decorate.
Driving		X					Needed to drive to bank and post office.

Material Handling:							
	<u>Not Required</u>		<u>Rarely</u> <1%	<u>Infrequently</u> <8%	<u>Occasionally</u> <33%	<u>Frequently</u> <66%	<u>Constantly</u> >67%
	Repetitions per day						
	N	R	I	O	F	C	In pounds
Lift Floor to Knuckle		40	--	--	--	--	On rare occasions boxes of books may need to be moved. Alternatives to lifting a heavy box include dividing the load, assistance from student aide or custodian, or sliding the box.
10 in. to Knuckle		40	20	10	5	3	May be needed to move a stack or box of folders.
Knuckle to Shoulder		30	15	10	5	3	
Shoulder to Overhead		15	--	--	--	--	
Push		--	20	--	--	--	Needed to move the office cart. May at times be needed frequently and for extended periods at times.
Pull		--	20	--	--	--	May be needed to move a box of files. A cart is available. Assistance available from student aide or custodian.
Carry		--	--	20	--	--	

JOB ANALYSIS REVIEW

Printed Name

Signature

Title

Howard County Public School System

Date

JOB ANALYSIS PREPARATION

Nancy Forest, M.A. CRC, CCM, CDMS, CLCP
Printed Name

Signature

Senior Rehabilitation Case Manager
Title

First Rehabilitation Resources, Inc.
Company

Date

Michael Caruso, PT, OCS, FAAOMPT
Printed Name

Signature

Industrial Physical Therapist
Title

Occupational Rehabilitation Associates
Company

Date