

# Vacancy Notice

## Principal's Secretary, Thomas County Central High School

**Closing Date: June 18, 2014**

**Apply on-line: [www.thomascountyschools.org](http://www.thomascountyschools.org)**

**Contact for interview: Mrs. Trista Jones, [tsjones@rose.net](mailto:tsjones@rose.net); 229-225-5050**

### **QUALIFICATIONS:**

1. High school diploma or higher; AA college degree or higher preferred
2. Basic math skills, computer skills, interpersonal skills, and organizational skills
3. Proficient in Microsoft Office: Word, Excel, and PowerPoint

**REPORTS TO:** Principal

**PRIMARY PURPOSE:** To assist in the smooth and efficient operation of the high school's front office and to assist the principal in the overall operation of the school

**TERMS OF EMPLOYMENT:** Salary and benefits shall be paid consistent with the system's approved compensation plan, Secretary II scale, based on an 11.5 month employment period.

### **ESSENTIAL JOB FUNCTIONS:**

#### **Professional Duties**

1. Types correspondence, memos, etc. as requested by the principal. Is proficient in completing mail merge documents using Word and Excel files.
2. Uses proper English grammar in both spoken and written communication.
3. Monitors student attendance and submits required reports to the State of Georgia as required by the Teenage and Adult Driver Responsibility Act.
4. Maintains records of employee leave and submits monthly reports on the school system's accounting system.
5. Maintains the official school calendar.
6. Prepares monthly timesheets for clerical staff at the high school and submits monthly reports to the central office.
7. Checks, delivers, and stamps mail on a daily basis.
8. Signs and issues work permits to students, mails appropriate copy of form to the DOL each month, and maintains a file for school copy.
9. Maintains file for fire drill records each year and faxes and/or mails appropriate forms to the County Office and the Safety Fire Commissioner.
10. Submits school maintenance requests on maintenance portal.
11. Maintains current notary commission to notarize documents as needed or requested.
12. Assists the principal with preparing for the beginning and ending of each school year (informational letters and memorandums to staff and students, breakfast/luncheons, supplies, etc.)
13. Maintains the supply of toner and copy paper, requests service when necessary, and assists the staff with copies as requested.
14. Maintains necessary supplies available in the front office and places orders as needed.
15. Maintains filing system each year for all incoming and outgoing correspondence as required or requested.
16. Assists with students signing in and out of the school and assists with the delivery of messages to students and teachers.
17. Greets and logs in visitors and assists as required.
18. Assists with answering and routing incoming phone calls.
19. Participates in professional learning as needed or required to remain current in all aspects of job responsibilities.
20. Completes reports and provides information as requested by the superintendent or other district office staff.
21. Completes other assignments and fulfills other duties as assigned by the school principal.