
WESTERN AREA CAREER & TECHNOLOGY CENTER

688 Western Avenue, Canonsburg, PA 15317

SECRETARY TO THE PRINCIPAL

POSITION GOAL

To professionally fulfill the educational goals and objectives in conjunction with the educational philosophy, objectives and policies as set forth by the Western Area Career & Technology Center Joint Operating Committee.

OVERALL RESPONSIBILITY

- The secretary to the Principal is responsible for ensuring the efficient operation of the school office while providing a polite and courteous atmosphere for students, staff and visitors.
- Adhere to policies, procedures and protocols established by federal, state and local agencies and the Joint Operating Committee, and philosophies consistent with those of the administration and/or designee.

ORGANIZATIONAL RELATIONSHIP

The secretary to the Principal is responsible to the Principal.

QUALIFICATIONS

- Computer skills, public relations skills, organizational skills, and confidentiality.
- Associate degree and/or technical training.

DUTIES AND RESPONSIBILITIES

The essential functions of this position include, but are not limited to, the following fundamental duties:

- Honor and protect the confidentiality of student, personnel, and school business.
- Type and proofread correspondence, reports, forms, bulletins, manuals, and other documents as needed.
- Maintain files of reports, records, correspondence, and other materials as established.
- Coordinate the student attendance procedures, maintain student records and student attendance and attendance reports.
- Prepare any reports required by the administrators, supervisors, and guidance personnel.
- Operate all office equipment.
- Arrange for certificates for graduation.
- Greet public and students upon their entering the school office.
- Work to portray a positive image for the Western Area Career & Technology Center.
- Perform all other duties assigned by the Executive Director and/or Principal related to the department and/or administrative assignments.

TERM OF EMPLOYMENT

260 Days

EVALUATION

Performance will be evaluated on an annual basis by the Principal.

This position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the Western Area Career & Technology Center Executive Director of any and all reasonable accommodations that will be required.