

## Confidential Secretary to the Principal/Office Manager

### Organization Relationship:

Evaluated by the Building Principal.

### Major Areas of Accountability:

Strong organizational and communication skills; ability to interact effectively with the student body and the public, perform administrative assistant duties and assisting in various projects as determined by the Building Principal.

1. Serve as the office manager with the ability to hold staff meetings, review expectations, and address performance needs in addition to directing professional development
2. Have shared evaluative responsibilities of the main office staff with the principal and assistant principals to ensure an efficiently running office that provides tier-one customer service to the public
3. Evaluate operations of the main office and make recommendations to the administrative team as may be appropriate to improve operations
4. Record meeting minutes from personnel meetings
5. Responsible for union grievances, including participating in the initial discussion with the grievant, summarizing what transpired during the meeting, being part of the team that decides how to respond to the grievance, and preparing the grievance response.
6. Collect and maintain confidential information pertaining to collective bargaining strategy and have it available for review by Building Principal in preparation for the collective negotiations. Assist Principal in putting together initial proposals for consideration by Superintendent and Board for negotiations. Assist Principal in gathering and preparing data relative to negotiations.
7. Handle and keep in strict confidence any personal matter that may involve staff members and/or legal matters

### Skillsets, Roles, And Responsibilities:

1. Must have strong interpersonal skills and a positive attitude
2. Oversee day-to-day operations of the Main Office
3. Enhance customer service and productivity in the Main Office
4. Communicate with department administrators and supervisors
5. Train new office staff and office substitutes
6. Strong organizational skills and the ability to multitask
7. Secure office staff coverage during time off/illnesses
8. Must have a strong understanding and ability to maintain private, confidential matters, especially as they pertain to personnel matters
9. Strong written and verbal communication skills

10. Support office staff and administrators as needed
11. Ensure that BOE policies and procedures are being adhered to
12. Record and maintain minutes for personnel matters
13. Track grievances under the appropriate collective bargaining agreement(s), recommend the adjustment of grievances pertaining to non-professional office personnel, and discuss making recommendations regarding the adjustment of grievances concerning professional staff.
14. Collect and maintain information pertaining to collective bargaining.
15. Direct supervision of Grade II Administrative Assistants (Attendance Secretary and Receptionist) with shared input from the administrative team as may be appropriate
16. Shared supervision of Grade III Administrative Assistants (Administrative Assistants to the Assistant Principals who will be the primary evaluators)
17. Organizational authority over all administrative assistants in the building (offering the ability to pull administrative assistants from other offices if short-staffed, or demand or needs justify a temporary relocation). Appropriate notification to the supervising administrator should be given if available. Evaluative input of other building administrative assistants to be shared with the evaluating supervisor and building principal.
18. Performs other related duties as may be assigned by the principal.

Approved: 12 February 2024