

**JOB DESCRIPTION**  
**ADMINISTRATIVE REGULATION GCA-R PRINCIPAL CLERK**

**1:0 PRINCIPAL CLERK**

**2:0 LINE AND STAFF RELATIONSHIP**

2:1 The Principal Clerk reports to and is evaluated by the Building Principal or his/her designee.

**3:0 PRIMARY FUNCTIONS AND DUTIES- PRINCIPAL CLERK**

3:2:1 Promote and Establish a welcoming atmosphere

3:1:2 Purchase Orders

3:1:3 Clubs & Activities

3:1:4 Budget

3:1:5 Activity accounts

3:1:6 All deposits

**3:1 SECONDARY FUNCTIONS AND DUTIES- PRINCIPAL CLERK**

3:2:1 Learn and utilize new software as upgraded

3:2:2 Manage designated clerical staff within the school

3:2:3 Operate all office equipment

3:2:4 Maintain office supplies, inventory, and submit requests for supplies

3:2:5 Answer Intercom

3:2:6 Answer main phone line/fax and records messages for staff

3:2:7 Answer door

3:2:8 Process mail, receives and routes all school mail.

3:2:9 Filing

3:2:10 Copying

3:2:11 Copy machine problems

**JOB DESCRIPTION**  
**ADMINISTRATIVE REGULATION GCA-R PRINCIPAL CLERK**  
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- 3:2:12 Daily morning announcements
- 3:2:13 Student Forms
- 3:2:14 Call Dismissal via Intercom
- 3:2:15 Weekly/Monthly Reports
- 3:2:16 Beginning of School Year Duties
- 3:2:17 Closing at end of year
- 3:2:18 Parent Letters
- 3:2:19 Newsletter
- 3:2:20 Website
- 3:2:21 Students – obtain passwords, print out schedules & locker combinations
- 3:2:22 Reception Coverage
- 3:2:23 AESOP
- 3:2:24 Attendance – Student
- 3:2:25 Attendance – Staff
- 3:2:26 Attendance – Issues
- 3:2:27 Make phone calls for unreported absences
- 3:2:28 Organize and maintain files
- 3:2:29 Collect and maintain all Emergency Information on file
- 3:2:30 Maintaining Doctor’s Notes
- 3:2:31 CORI Forms
- 3:2:32 Lunch Counts
- 3:2:33 Lunch Schedules
- 3:2:34 Free/Reduce Lunch Forms

- 3:2:35 Report Cards
- 3:2:36 Progress Reports
- 3:2:37 Extra mailings for progress/report cards to parents not living with student
- 3:2:38 Enrollment Reports
- 3:2:39 Kool Kids
- 3:2:40 Change of Dismissals – Notify Teachers
- 3:2:41 Volunteer/Guest Teacher Passes
- 3:2:42 Field Trips – Ordering Bus, Staff, Collection of Money, Notification of Café and Nurse
- 3:2:43 District Calendar for staff/parents
- 3:2:44 Blackboard (setting up bus groups)
- 3:2:45 Bike/Bus Notifications
- 3:2:46 Maintain all buses for students
- 3:2:47 Maintains all bus routes and files updated routes for entire school
- 3:2:48 MCAS/PARCC results
- 3:2:49 Transportation Forms
- 3:2:50 Grade 5 Promotion – Tickets/Awards
- 3:2:51 Kindergarten Open Enrollment
- 3:2:52 Update/Distribute Staff Fire Drill folders
- 3:2:53 Fire Drills
- 3:2:54 Maintain schedule for student visits with DCF counselor
- 3:2:55 Maintain schedule for room usage for outside staff, SPED students, meetings, etc.
- 3:2:56 Translate documents for Non-English Speaking parents
- 3:2:57 Create X-2 pamphlets for parents & parent portal labels for Grade 6

- 3:2:58 Assist with folders for Orientation and Parents Night
- 3:2:59 Assist parents and students with X2
- 3:2:60 Fix disabled X2 accounts for Teachers
- 3:2:61 All student conduct into X2, detention set up
- 3:2:62 Input contact information in X2 for all students
- 3:2:63 Discipline/Conduct
- 3:2:64 Detention
- 3:2:65 Saturday School
- 3:2:66 Honor Society Membership and Induction Letters
- 3:2:67 Create Honor Society Induction Invitations
- 3:2:68 Create and print Programs for Honor Society Induction
- 3:2:69 Awards Night
- 3:2:70 Schedule retention meetings with parents/students for Principal
- 3:2:71 Schedule interview appointments per Principal
- 3:2:72 Collect teacher signature papers
- 3:2:73 Assist PTO
- 3:2:74 All Registrations
- 3:2:75 Withdrawals
- 3:2:76 Pre-School
- 3:2:77 SIMS Report – fixing errors, if any
- 3:2:78 Paperless Back
- 3:2:79 Matrix & Teacher Schedules
- 3:2:80 Crisis Management

- 3:2:81 Assistant Principal's Calendar
- 3:2:82 Student Lockers
- 3:2:83 Prom & Homecoming Dance
- 3:2:84 Graduation
- 3:2:85 Emergency Sub Plans
- 3:2:86 Substitutes
- 3:2:87 Substitute compensation form
- 3:2:88 Chrome Books
- 3:2:89 STEP
- 3:2:90 Hand out teacher checks on Fridays
- 3:2:91 6<sup>th</sup> Grade Orientation
- 3:2:92 Student Opening Materials, input into X2
- 3:2:93 Staff Opening Materials
- 3:2:94 Correct Student Handbooks – create new agenda books
- 3:2:95 Photos of HMS happenings
- 3:2:96 Lifetouch
- 3:2:97 HMS Sunshine Fund
- 3:2:98 Decorate update main bulletin boards
- 3:2:99 Monthly Student of the Month, Prize Card, Freebies Awards
- 3:2:100 Handling of backpack
- 3:2:101 End of Year Cruise for 8<sup>th</sup> Grade
- 3:2:102 Student book bills
- 3:2:103 Key distribution/collection of keys for building
- 3:2:104 Performs any other duties as required by the principal or his/her designee.

**4:0 QUALIFICATIONS**

- 4:1 Good communication, organizational, interpersonal, and computer skills.
- 4:2 Ability to maintain a high degree of confidentiality.
- 4:3 Ability to set priorities, coordinate multiple tasks, and meet deadlines.
- 4:4 Ability to solve problems independently and work well under pressure with an enthusiastic attitude.
- 4:5 Must present a professional image and attitude at all times.
- 4:6 Experience in office management or the demonstrated ability to function as an office manager.

*S.C. Received: 12/14/16*