

## **Principal's Secretary Middle School**

*A complete application includes all application materials, and proof of education.  
Applicants must submit all required materials by the closing date.*

To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>.

### **Description:**

This is experienced secretarial work of a confidential nature. An employee in this class, with direction from the Principal or designated Assistant Principal, manages the main office of a school and renders clerical assistance to the Principal and other members of the management staff. This position requires a high degree of accuracy, accountability, attention to detail, and confidentiality.

### **Essential Job Functions:**

- Lead the activities of the office staff providing training, indirect supervision, technical leadership and direction as necessary; assure compliance with established procedures; assist in setting work priorities and assist in preparation of performance evaluations; serve as contact person for students, parents and staff
- Prepare and accurately maintain a variety of reports, records and files relating to students, staff, operations and activities including those of a confidential nature
- Plan, organize and coordinate school activities and communications
- Independently prepare, type and distribute communications;
- Serve as secretary to the principal; schedule appointments and meetings; make travel arrangements
- Handles financial records and bookkeeping to include, but not limited to, the payroll and bank transactions; collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### **Minimum Qualifications:**

**Applicants must meet all of the following qualifications, listed below, to be considered for the vacancy. Use the application, cover letter, and resume to specifically address each qualification.**

### **Experience**

Three years of general office experience of a secretarial nature to include at least one year of experience working with accounting or bookkeeping records.

*Six semester hours of accounting or bookkeeping may be substituted for one year of working experience with accounting or bookkeeping records.*

**Education:**

High school diploma or GED equivalent (**must scan and upload to the online application at the time of submission**). Foreign credentials must be evaluated as U.S. High School diploma or above by an MSDE approved organization. For a list of approved vendors, please click [here](#)

**Preferred Qualifications:**

- Knowledge of financial and statistical record-keeping methods
- Ability to count money accurately and prepare bank deposits, write checks, post debits and credits
- Ability to communicate clearly and concisely in both written and oral form
- Ability to maintain confidentiality
- Knowledge of business English, spelling, punctuation, and grammar
- Ability to manage the office, supervise and train other office personnel
- Experience working in a school setting
- Ability to remain calm under trying circumstances
- Knowledge of district organization, operations, policies and objectives
- Knowledge of modern office practices, procedures and equipment as well as word processing, database and spreadsheet programs

**Salary:**

This is a 12 month, Grade 10 position on the HCEA-ESP Secretaries and Assistants salary scale (<https://www.hcpss.org/f/employment/esp-agreement.pdf>). Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

**Application:**

A complete online application and all application materials, including **three** supervisory reference surveys, must be submitted by the closing date to be considered.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors

- High School diploma/transcript or College diploma/transcript (upload with application)
- Cover letter
- Resume

For questions regarding this vacancy, please contact:

Denise Lee  
Recruitment Specialist  
Office of Human Resources  
(410) 313-5673  
[denise\\_lee@hcpss.org](mailto:denise_lee@hcpss.org)

**Additional Information:**

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

**Only applicants who submit all of the requested information by the closing date of the vacancy will be considered for this position.**

***Equal Opportunity Employer***

*HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.*