

The School District of Jenkintown
Secretary to the Elementary School Principal Position Description

POSITION TITLE:	Secretary to the Elementary School Principal
CLASSIFICATION:	Administration – Staff Support
SUPERVISED/EVALUATED BY:	Elementary School Principal
TERM OF EMPLOYMENT:	12 Month (260 days)

Position Summary

The Secretary to the Elementary School Principal serves as the principal administrative support for the Elementary School. As the primary office professional and first point of contact for students, families, staff, and visitors, this position plays a critical role in ensuring the efficient operation of the school. Responsibilities include management of attendance and student records, substitute and staffing coordination, communication and customer service, student support, purchasing and records management, and coordination of school programs and events. The position requires a high degree of professionalism, confidentiality, organizational skill, responsiveness, and sound judgment while supporting a positive and welcoming school environment.

Working Conditions

- Fast-paced school office environment with frequent interruptions and changing priorities.
- Requires independent judgment, multitasking, and effective time management.
- Daily interaction with students, staff, families, community members, and outside agencies.
- Frequent use of computers, telephones, office equipment, and student information systems.
- Requires periods of sitting, standing, walking, and occasional lifting of office supplies and materials up to 25 pounds.
- Time-sensitive responsibilities related to attendance, student safety, staffing coverage, and school operations.
- Work daily from 7:30-3:30, including a one-hour unpaid lunch.

Qualifications

- Proficiency preferred in Google Workspace and district software systems.
- Strong communication, organizational, and interpersonal skills.
- Ability to manage multiple priorities with accuracy, professionalism, and attention to detail.
- Knowledge of office management procedures and recordkeeping systems.
- Demonstrated ability to exercise sound judgment and independent decision-making within established district procedures.
- Ability to maintain confidentiality regarding student, personnel, and district information in accordance with applicable laws, regulations, and district procedures.
- Ability to establish and maintain positive working relationships with students, families, staff, administrators, and community members.

Core Responsibilities

1. Office Operations & Administrative Support

- Coordinate a variety of activities in support of the Elementary School Principal; assist with the implementation of school policies, procedures, and planning initiatives; and help ensure efficient daily office and school operations.
- Organize and coordinate communications among the Principal, staff, students, families, and community members; provide information regarding District policies and procedures; maintain

strict confidentiality when handling sensitive student, staff, and district information; and resolve concerns or refer matters to the appropriate staff member or administrator in accordance with established guidelines and procedures.

- Serve as the primary customer service representative for the Elementary School, responding to parent inquiries and facilitating communication between home and school.
- Serve as the primary receptionist and first point of contact for students, families, staff, and visitors.
- Answer incoming calls, respond to inquiries, and direct communications as appropriate.
- Maintain office files, records, calendars, and shared electronic resources.
- Manage incoming and outgoing mail, deliveries, and general office operations.
- Assist teachers and staff with daily requests and provide building-wide clerical support.
- Maintain office equipment, supplies, and purchasing records.

2. Attendance & Student Information Management

- Coordinate coverage for staff absences; prepare substitute materials, attendance rosters, and related documentation; maintain absence records and timesheets; and communicate staffing assignments and coverage needs in accordance with established procedures.
- Manage all building attendance procedures in accordance with district policy and state requirements, including attendance reporting, Safe at Home calls, and early dismissals.
- Run absence and tardy reports and communicate findings with administration, counselors, case managers, and the school nurse as needed.
- Provide supporting documentation to the district truancy office and SAIP Coordinator for court hearings.
- Maintain accurate student records including homeroom assignments, parent contact information, student schedules, enrollment records, and final report card filing.

3. Substitute Coordination & Staff Coverage

- Coordinate daily substitute assignments and staff coverage through Frontline (AESOP) and communicate staffing needs to administration as appropriate.
- Communicate with substitutes to fill current and future absences.
- Reconcile absences weekly in Frontline (AESOP).
- Maintain substitute and coverage records in accordance with district procedures.

4. Student Support & Daily Operations

- Assist students with daily needs and support a positive and welcoming school climate.
- Support the school nurse by assisting with student triage and non-medical student care when appropriate.
- Coordinate student arrivals, dismissals, and parent pick-up procedures.
- Assist administration and staff in locating students and supporting daily building operations.
- Provide supervision and operational support during school activities as needed.

5. Communication & Coordination

- Serve as a liaison among students, families, staff, administration, maintenance personnel, security staff, and community members.
- Foster positive school-family relationships through professional and responsive communication.
- Coordinate communications related to school operations, events, and student needs.
- Maintain communication with maintenance and security personnel regarding building operations and student safety.

- Serve as a key operational liaison for the Elementary School and independently resolve routine issues while referring matters requiring administrative action to the Principal.

6. Events, Promotion & School Activities

- Support student recognition programs, assemblies, and special events.
- Assist with planning and execution of Sixth Grade Promotion activities and ceremonies.
- Prepare diplomas, awards, certificates, programs, and recognition materials.
- Maintain graduation records, plaques, displays, and student recognition programs.

7. Technology & Data Systems

- Maintain proficiency in PowerSchool, Frontline, DaRTS, and other district software systems.
- Generate reports and maintain accurate electronic records.
- Troubleshoot routine system issues and coordinate with technology staff as needed.

8. Gifted Education & Student Program Coordination

- Coordinate gifted education processes, including meeting scheduling, record maintenance, compliance documentation, and management of the DaRTS system.
- Facilitate communication among administrators, teachers, families, and gifted education staff.
- Maintain gifted education records and schedule annual review meetings in accordance with district procedures and applicable regulations.

9. Records Management, Purchasing, and Additional Duties

- Process purchase orders and requisitions and assist with building purchasing procedures.
- Coordinate transportation requests for field trips and school-sponsored activities.
- Process Pennsylvania working papers in accordance with state regulations and district procedures.
- Obtain and process records for incoming and transferring students.
- Coordinate summer office operations, including ordering, receiving and distributing materials, archiving records, and preparing student files and enrollment materials for the upcoming school year.
- Perform other duties and responsibilities as assigned by the Elementary School Principal or designee.

This position description is intended to provide a general overview of the nature and scope of the work performed. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties and responsibilities may be modified or assigned as necessary to meet the operational needs of the School District.

The School District of Jenkintown is committed to providing a welcoming and inclusive workplace where all students and staff can thrive. The District values the diverse backgrounds, perspectives, and experiences of its community and is proud to be an Equal Opportunity Employer.

Presented to the School District of Jenkintown Board of Directors on August 17, 2026.