

**NEW BEGINNINGS HIGH SCHOOL  
POSITION DESCRIPTION**

**Title:** Principal Secretary

**Reports to:** Principal

**Position type:** 12 month position (Exempt)

**Company Overview**

New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our Mission is to create the best educational environment for students who are seeking a new beginning.

**Position Summary**

The Principal Secretary contributes to the Mission and Vision by participating and/or facilitating a variety of administrative-level tasks by providing information and assistance to students, staff, and the general public and applying significant knowledge of school rules, regulations, and procedures at the direction of the Principal.

**Key Responsibilities**

- Support NBHS and clients by participating in community service and outreach activities throughout the year.
- Proofread, research, route, copy, distribute, and/or file correspondences as directed including, but not limited to memos, emails, and time-off requests.
- Update Principal on topics and related details in advance (verbal and written).
- Create NBHS documentation (e.g., templates, processes, spreadsheets, forms, etc.)
- Prepare for and/or participate in meetings (i.e., prepare meeting agenda and supporting documentation, record meeting outcomes, distribute documentation, and monitor action items).
- Assist with special events as assigned.
- Gather and analyze data, prepare reports, correspondence, and presentations for projects and assignments.
- Receive and manage incoming calls for the Principal.
- Provide excellent customer service.
- Facilitate contract management, procure quotes and contracts for identified projects/items.
- Serve as a liaison on behalf of the Principal with co-workers, governing board, and community.
- Maintain calendar and schedule appointments on behalf of the Principal.
- Coordinate meetings.
- Provide budget support; generate reports; analyze and summarize budget-related data as deemed appropriate.
- Deescalate concerns.
- Facilitate errands as needed.
- Support school Mission by assisting with home visits.
- Conduct annual review and propose appropriate updates to the *Principal Secretary Reference & Procedures Manual*.

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**Minimum Qualifications**

- Associate of Arts/Science degree or 2-5 years of equivalent work-related experience
- Knowledge and ability to operate standard office equipment
- Excellent written and verbal communication skills
- Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software
- Background check and fingerprinting clearance
- Valid Florida driver's license, reliable transportation and valid automobile insurance

**Key Competencies**

Ability to communicate effectively (written and verbally) with all stakeholders. Ability to coordinate work tasks to establish priorities, set goals and meet deadlines. Ability to perform assigned tasks in an effective and efficient manner. Able to adapt to changing work priorities. Ability to exhibit tact and patience. Ability to work both independently and as a team member with other individuals and organizations. Set high expectations for self, contributing positively to NBHS culture. Able to maintain a heightened level of confidentiality. Desire to serve students in an above and beyond mentality. Periodically checks emails and phone messages after hours and on the weekend. Urgent work-related email and phone messages should be answered after 1-2 hours of receipt.

**Physical Environment**

Requires working indoors and outdoors. Requires sitting, standing, walking, bending, stooping, and climbing. Generally the job requires 60% sitting, 20% walking and 20% standing. The ability to lift, carry, move and/or position objects weighing up to 50 pounds. This position may serve multiple campuses and require travel.

*The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.*

*The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*