

NEW BEGINNINGS HIGH SCHOOL

POSITION DESCRIPTION

Title: Principal Secretary

Reports to: Principal

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. We embrace a customer service philosophy with our students, who attend NBHS by choice. New Beginnings High Schools offer both virtual and brick and mortar options for students.

Position Summary

The Principal Secretary at New Beginnings High School contributes to the mission and vision by ensuring customers get to and from school in a safe and timely manner. Attendance is necessary for customers to reach their goals.

Key Responsibilities

- Support WOT and client by attending community service and outreach activities throughout the year.
- Research and route correspondence; draft letters and documents; collect, analyze, and synthesize information.
- Brief Supervisor on meeting topics and related details in advance (verbal and written).
- Copy and distribute documents/forms including but not limited to memos, emails, and time-off requests.
- Assist with school-based operations.
- Create systems documentation (e.g., templates, processes, spreadsheets, forms, etc.).
- Visiting and supporting school-based campuses as directed with support services.
- Facilitate executive meetings (prepare agenda and related information, record outcomes, distribute to attendees, and track progress toward action items).
- Coordinate special events as assigned.
- Provide excellent customer service to internal and external clients in support of the Direct Supervisor's and client administration daily functions.
- Gather and analyze data, prepare reports, correspondence, and presentations for business office projects and assignments.
- Prepare documents for meetings and interviews as needed.
- Type, proofread, copy, distribute, and file correspondence/documents as needed.
- Perform data collection/generate reports (i.e.: pulling reports/data on students and/or staff as needed).
- Receive and manage incoming telephone calls for Supervisor and client administration.
- Facilitate contract management, procure quotes and contracts for identified projects/items.
- Serve as a liaison on behalf of Direct Supervisor with co-workers, governing board and community.
- Maintain calendar and schedule appointments on behalf of Supervisor and client administration.

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- Manage special projects assigned at the discretion of Direct Supervisor or client administration.
- Other duties as assigned.

General Duties

- Create presentations, documents, forms, etc.
- Schedule appointments as directed and needed.
- Coordinate meetings.
- Provide Social Media support and manage posting.
- Provide budget support; generate reports; analyze and summarize budget-related data as deemed appropriate.
- Deescalate concerns.
- Take and be prepared to summarize meeting notes; Take action as needed.
- Support WOT and client by attending community service and outreach activities throughout the year.
- Provide excellent customer service to internal and external clients.
- Prepare reports, memos, and letters, using word processing, spreadsheet, database, or presentation software.
- Serve as courier on demand for deadline driven documents and central office deliverables.
- Facilitate errands as needed for WOT office and client administration.
- Attend staff and faculty meetings (other meetings as required).
- Conducts client home visits to ensure the voice of the client can be heard throughout the transportation and facility logistical processes.

The Principal Secretary must demonstrate commitment to the mission and vision of New Beginnings High School in the transportation of students through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives

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Minimum Qualifications

Requirements

- Associates or equivalent experience
- 2 to 5 years experience
- Knowledge of basic documentation procedures to complete reports
- Background check and fingerprinting clearance
- Valid Florida driver's license, reliable transportation, and valid automobile insurance

Key Competencies

- Adapt to changing work priorities
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Work both independently and as a team member with other individuals and organizations
- Set high expectations, contributing positively to NBHS culture

Working Conditions

Environment

Requires working indoors and outdoors. Requires sitting, standing, walking, bending, stooping, and climbing. This is a 12 month non exempt position that may require travel.

Physical Requirements

Generally the job requires 40% sitting, 20% walking and 40% standing. Driving a school bus, sitting, standing, walking, stooping and climbing. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds.

Health and Safety

Personal Protective Equipment (face masks, face shields, gloves, etc.) will be required for all New Beginnings High School staff to reduce the risk of transmission of any virus such as COVID-19 and better ensure the health, safety, and well-being of all students, staff, and faculty.

Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.

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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.

Employee Name (print) _____

Employee Signature _____

Date _____

Direct Supervisor / Principal (print) _____

Direct Supervisor / Principal Signature _____

Date _____

