



TRINITY REGIONAL
SCHOOL



seeks a Full-Time Principal Secretary

Monday - Friday 7:30 am 3:30 pm
Call 631-261-5130 for details.

- Answers and supports the Principal with administrative and clerical duties.
- Maintains confidential records and reports including class lists, student records, office files, and all direction of the Principal.
- Computer skills - - efficient with word processing, keyboarding skills - *knowledge of PowerSchool a plus.*
- Greet students, teachers and staff.
- Order supplies.
- Maintains absent records for teachers & staff
- Knowledge of school procedures and policy (will teach).
- Attend School Board and faculty meetings and prepare minutes.
- Process and acquire substitute teachers and submit to business manager substitute teacher hours.
- Answer incoming telephone calls and serve as a receptionist when needed.
- Textbook ordering, grade level supply lists and reading lists.
- PR for Trinity Open Houses - prepare promotional folders for visitors and conduct tours.
- Transfer of records for students not returning.
- Enter 8th grade student information into TACHS website for exam (Catholic High School Entrance Exam).
- Oversee bus drills.
- Prepare for re-registration and new registration for students and family.