

**JOB DESCRIPTION**

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
B	2	1	

JOB TITLE	CONTRACT REFERENCE
Secretary to High School Assistant Principal	Clerical, Library, Health, and Computer Assistants

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
High School Assistant Principal	April 2015

**JOB SUMMARY**

Assists the High School Assistant Principal in carrying out the overall operation of the services related to student attendance and discipline; coordinates the duties of the Assistant Principal 's office; and provides secure and welcoming environment for main office.

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:

1.	Clerical support for student attendance functions <ul style="list-style-type: none"> <li>• Collects and summarizes attendance records submitted by staff; collects student attendance information from parents and students</li> <li>• Reports data to the Assistant Principal for follow-up; calls students to the office for administrative conferences and supervises them while in the office               <ul style="list-style-type: none"> <li>• Alerts the Assistant Principal and Principal of student issues requiring their immediate attention.</li> <li>• Supervises student attendance workers.</li> </ul> </li> </ul>	40%	A1
2.	Clerical support for student discipline records <ul style="list-style-type: none"> <li>• Records all discipline data on computer tracking system</li> <li>• Distributes copies of discipline referrals to appropriate staff, files office copies, and mails original referrals to parents/guardians</li> <li>• Prepares quarterly and annual discipline reports for school use and dissemination to state agencies as approved by the Assistant Principal</li> </ul>	20%	A1/B2

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– Page 2

	<ul style="list-style-type: none"> <li>• Calls students to the office for administrative conferences and supervises them while in the office</li> </ul>		
3.	<p>Receptionist duties for the building:</p> <ul style="list-style-type: none"> <li>• Answers and screens calls, takes messages, directs calls</li> <li>• Greets and directs visitors</li> <li>• Issues visitor badges</li> <li>• Supervises student attendance workers</li> <li>• Prioritizes messages/information and incoming mail for the Assistant Principal</li> </ul>	15%	A1
4.	<p>General clerical support for High School</p> <ul style="list-style-type: none"> <li>• Maintains accurate records of fire and tornado drills</li> <li>• Supports and provides back up for other office clerical staff</li> <li>• Prepares annual student awards</li> <li>• Prepares staff extra-curricular supervision assignments as assigned by the Assistant Principal</li> </ul>	5%	A1
5.	Maintains database of student locker assignments and combinations, records locker information for students, and assists students with locker problems.	3%	A1
6.	<p>Mail</p> <ul style="list-style-type: none"> <li>• Stamps outgoing mail with district postage machine, includes batch and individual pieces, code to correct account</li> <li>• Sorts interoffice mail for district</li> <li>• Arranges for package delivery service for district office</li> <li>• Orders bulk mail materials and instruct others in bulk mail preparation</li> <li>• Maintains postage machine</li> </ul>	10%	
7.	Accepts and tallies cash deposits from all buildings	2%	
8.	Manages schedules for district office and high school meeting/conference rooms	5%	
9.	Serves as back up to other main office clerical		
10.	Other duties as assigned.		

**QUALIFICATIONS** (Specific training or job experience required before appointment)

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**JOB TITLE**

Secretary to High School Assistant Principal

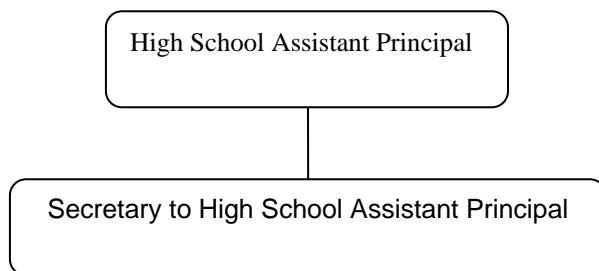
**CONTRACT REFERENCE**

Clerical, Library, Health, and Computer Assistants

– Page 2

1. High school diploma or equivalent
2. Word-processing, data-processing, and computer skills, interpersonal and organizational skills.
3. Ability to relate to and communicate with staff, students, and parents.
4. Patience and flexibility in working with staff, students and parents.
5. Familiarity with office equipment (copiers, fax, etc.).
6. Willingness to expand skills.
7. Ability to take direction of supervisor.
8. Ability to keep information confidential.

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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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ADVISE/INFORM

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**PHYSICAL FACTORS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

**NON EXEMPT**

Not to exceed 40 hours per week.