

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
B	2	1	

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

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Middle School Assistant Principal	November 2005

JOB SUMMARY

Responsible for duties as assigned by Assistant Principal which are necessary to fulfill the basic functions of that position

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.	Greet and assist teachers, parents and students who come into the office. Answer and screen calls, take messages, direct calls to appropriate people.	5%	A1
2.	Type correspondence, reports, meeting materials, etc. and prioritize incoming mail for assistant principals.	5%	A1
3.	Discipline Records: Record all discipline data on computer tracking system. Distribute copies of discipline referrals to appropriate staff, file office copies, mail original referrals to parents/guardians. Submit discipline data to state agencies as required.	15%	A1/B2
4.	Scheduling: Assist scheduler in the creation of the master schedule. Make schedule changes and assist with preparation of yearly registration materials. Assist scheduler in distribution and collection of forms and printing schedules as directed.	25%	B2
5.	Grade Mark Reporting: Assist in providing overall procedural direction and support to teachers for grade.	7%	A1/B2
6.	Call students to the office as requested by assistant principals and other staff members. Supervise students waiting in the office. Supervise students sent out of class or the lunchroom for disciplinary reasons. Help students fill out incident and stolen property forms.	15%	A1

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7.	Maintain key chart. Check in and out keys distributed to staff members.	3%	A1
8.	Lockers: Assign lockers to all students. Maintain database of locker assignments and combinations. Assist students with locker problems.	7%	A1
9.	Prepare and distribute Honor Passes.	3%	A1
10.	Maintain accurate records of fire and tornado drills	3%	A1
11.	Support and provide back up for other office clerical staff.	3%	A1
12.	Organize bus transportation as needed for field trips.	3%	A1
13.	Attendance: Send out attendance and truancy letters.	3%	A1
14.	Resolves issues, problems, and/or answers questions regarding building procedures, rules or administrative operations for teachers, students, parents, or the public.	3%	B2
15.	Other duties as assigned.		N/B

QUALIFICATIONS (Specific training or job experience required before appointment)

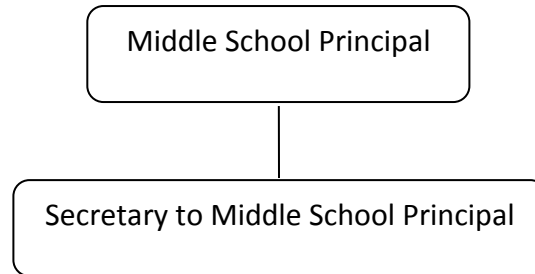
1. High school diploma or equivalent.
2. Word-processing, data processing, and computer skills, interpersonal and organizational skills.
3. Ability to relate to and communicate with staff, students, and parents.
4. Patience and flexibility in working with staff, students and parents.
5. Familiarity with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

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CONTRACT REFERENCEClerical, Library, Health, and Computer Assistants

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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 25 pounds, 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.