

TITLE: Assessment Secretary/Receptionist, High School

QUALIFICATIONS:

1. High School diploma.
2. Two years clerical with banking experience preferred.
3. Experience in the operation of a computer and experience with Microsoft Office Products, especially Word and Excel.
4. Ability to lift 50 pounds.
5. Such alternatives to the above qualifications as the Principal might find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To perform many diversified and independent duties and responsibly provide a consistently high level of service to the district and public.

PERFORMANCE RESPONSIBILITIES:

1. Facilitate the administration of a variety of student assessments for the school building including such things as scheduling and coordinating of testing dates and facilities, developing student rosters, securing and training of test monitors, communicating with staff regarding assessment, test distribution and administration, overseeing test security, and all related record keeping. Act as liaison between the school and the district level testing coordinator, and assist in the setup of electronic testing systems.
2. Assist the counselor(s) and office staff in documentation, material organization and accounting of test materials, including communication with students and families. Maintain student records regarding testing in the district's student accounting system and ensure confidentiality of all student information.
3. Manage the visitor Hall Pass system. Maintain and communicate all building security issues to administration through the monitoring of Hall Pass.
4. At beginning of the day (7:00 a.m.) - Open AESOP (substitute system) - print substitute sign-in sheet. Check "Daily Report" for any unfilled absence. If a sub is needed for first block, recruit to fill the block. Print the PAWZ schedule and post with sign-in. Assist subs - getting folders and keys if needed (information should be in folder); answer questions, etc.
5. Assist with office duties: answer phones, greet visitors, help students with questions, and assist with distributions and mailings.
6. Sell safety glasses to students and collect course fees when applicable.
7. Create the staff grid and High School extension list for staff.
8. Create the High School emergency spreadsheet for weather and other related emergency.
9. Oversee mail/copy/work room. Assist TA's (student teaching assistants) and staff members when needs arise in the copy room. Order copier products and generate service calls when needed.
10. Compile and update a list of student names who owe fines or obligations reported by staff members and resolve discrepancies between students and instructors. Assist in the year-end process of collecting fines or items before graduating seniors receive their diplomas.
11. Collect money for Drivers education payments and forward to Community Ed Secretary.
12. Collect parking fees and issue parking permits. Compile list of license plate numbers to assist administration and the police department in identifying owners of the vehicles.

13. Compile and type information for daily announcements and distribute to staff.
14. Assist staff in managing the Student of the Month recognition program.
15. Maintain confidentiality as per mandated data privacy laws.
16. Assist in the supervision of the student parking lot.
17. Other duties as assigned.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.

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