

**HAMILTON SOUTHEASTERN SCHOOLS  
FISHERS HIGH SCHOOL**

**JOB DESCRIPTION**

**POSITION: ADMINISTRATIVE ASSISTANT TO THE ASSISTANT PRINCIPALS**

**REPORTS TO: ASSISTANT PRINCIPALS**

**TERMS: 205 Days, 7:30 a.m. – 3:30 p.m.**

**PERFORMANCE RESPONSIBILITIES:**

**Essential Job Duties and Responsibilities:**

1. Make appropriate additions to the assistant principals' calendars & handle any necessary correspondence associated with the assistant principal's appointment schedule.
2. Create and post the faculty bulletin on the intranet.
3. Screen calls for the assistant principals.
4. Serve as liaison between parents and assistant principals.
5. Assist with conference reservations, travel and hotel arrangements.
6. Schedule and track teacher and staff evaluations.
7. Assist with programming bell schedules and reporting required service.
8. Assist the assistant principal with SMaRT Period coverage schedules.
9. Update building key database.
10. Report all drills (fire, tornado, earth quake, and man-made) to city of Fishers.
11. Back up front desk phones.
12. Assist as needed inputting and maintaining school events calendar.
13. Assist with new teacher orientation.
14. Prepare for 1<sup>st</sup> day of school with signage.
15. Utilize Microsoft Office (word, excel, and power point)
16. Manage Year End Check out.
17. Coordinate certified mailings

18. Back up postage metering
19. Cover front desk during lunch
20. Student of the month letters
21. Assist assistant principal with professional development
22. Tag CLAWS recipients. Prepare and mail letters to parents.

### **Substitute Teachers**

1. Develop, organize and gather substitute teacher information.
2. Handle substitute teacher check in and check out responsibilities.
3. Direct and inform substitute teachers of their responsibilities.
4. Coordinate any teacher class coverage on a daily basis or in emergency situations
5. Assign and keep track of class coverage.
6. Maintain and manage AESOP

### **Student Activities**

1. Maintain an updated list of ECA sponsors for staff and website.
2. Answer questions regarding clubs and organizations
3. Create and send invitations for student committees.

### **8<sup>th</sup> Grade Parent Night**

1. Request participation from ECA sponsors and athletics.
2. Coordinate tables and chairs with custodians.
3. Order refreshments from cafeteria manager.
4. Organize student volunteers.
5. Facilitate event.

### **Student Underclassman Awards**

1. Solicit nominations from staff for various awards.
2. Create and mail invitations to the students participating in award programs.
3. Order refreshments through cafeteria manager.
4. Responsible for ordering awards.
5. Design program.
6. Facilitate event.

**Other**

1. Create and maintain an up-to-date procedure manual.
2. Run student roster and master schedule for the emergency kit (each semester).
3. Perform all other duties and assumes responsibilities as assigned by the principal or assistant principals.

**PERSONAL AND PROFESSIONAL RESPONSIBILITIES:**

1. Nurture a positive relationship with super-ordinates, subordinates and peers.
2. Demonstrate respect for super-ordinates, subordinates and peers.
3. Support corporation decisions and direction relative to matters of policy and administrative directives. Work as a team player.
4. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
5. Address concerns and offer suggestions in an appropriate and confidential manner.