

J. STERLING MORTON HIGH SCHOOL DISTRICT 201
Human Resources Office

Job Description

TITLE: **Assistant Principal's Secretary**

REPORTS TO: Assistant Principal

JOB GOAL: To provide clerical support to the assigned District/Building Administrator and staff.

EDUCATION: High School Diploma or Equivalent

QUALIFICATIONS:

1. Able to pass a five-minute typing test with an average speed of 50 WPM.
2. Will be able to demonstrate mastery* in Microsoft Office programs.
3. Must be able to produce a mailable two (2) page letter from provided copy in ten (10) minutes on a word processing program.
4. Will also be able to draft a one (1) page letter from a provided topic on Microsoft Word.
5. Will also be **proficient with basic office equipment to include a multi task telephone, calculators, and copying machines.
6. Capable of learning to be proficient in District Computer Programs.
7. Capable of communicating effectively in a pleasant, composed, and cordial manner with faculty & staff, students, parents, and the administration.
8. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

The candidate will be expected to make *****above average** decisions that impact financial and certified staff issues, i.e., departmental budgetary items, grants, supplies, and requests.)

PERFORMANCE RESPONSIBILITIES:

1. Provides substitutes with necessary keys and lesson plans. Takes lesson plans over the phone when teachers are absent.
2. Arrange for in-school substitutes when needed and keep day-to-day records of teacher substitutes.
3. Organizes, maintains & distributes content area room and cabinet keys for division.

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4. Orders, maintains, and distributes supplies to content area teachers.
5. Manages the processing of all content area related forms.
6. Creates, copies and distributes Special Education Staffing invitations from template on Network.
7. Perform the usual office routines and practices associated with a busy, productive and efficiently operating office.
8. Type a variety of office related materials.
9. Compose memos and short letters.
10. Prepare vendor invoices for payment, maintaining an accounting record on all purchase orders and credits.
11. Expedite equipment repair of equipment by contracting vendors.
12. Develop and maintain the necessary rapport to be able to work effectively with staff and students.
13. Organize and maintain all records and materials so that they may be easily and quickly located when required.
14. Assist in supervision of Departmental budgets.
15. Participate in related training when offered by the district.
16. Such other office tasks that the District/Building Administrator may find appropriate and acceptable for a clerical support person in that department.

Term of employment: **10 months**

MCU salary classification: **B**

****Mastery is defined as being able to produce mailable products on all programs.***

*****Proficient is defined as being able to produce entry-level operations on the above named programs. ***At the Board's discretion individuals may assume more decision-making responsibilities.***