

**BOARD OF EDUCATION
POSITION DESCRIPTION
Support/Classified Staff**

Position: SECRETARY TO HIGH SCHOOL ASSISTANT PRINCIPAL

Reports to: High School Assistant Principal - Attendance

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Why does this position exist? What does the employee do?

NOTE: The below lists are not ranked in order of importance

Essential Functions:

Under general supervision, the Secretary to High School Assistant Principal - Attendance provides clerical support for the High School Assistant Principal - Attendance.

- Signs-in tardy students
- Logs absence calls along with corresponding reason for absence
- Programs and coordinates work on calling machine and maintains updated computer terminal (Autocom) for attendance data
- Confirms early dismissals with parents and processes adult students requesting early dismissals
- Provides students with release documentation
- Prepares withdrawal documents, including supervising withdrawing students to secure termination information (i.e. grades, days absent from teacher) and witnesses correct parent's withdrawal procedure for minor students
- Works in conjunction with District Attendance Officer to determine legality of student residence based on returned mail
- Ensure safety of students

Other Duties and Responsibilities:

- Answers the telephone, responds to questions, directs calls and takes messages
- Greets visitors and directs them to the proper location
- Opens and processes mail
- Processes school mailings
- Performs computer data entry assignments
- Prepares correspondence and reports
- Types from oral dictation or general direction
- Generates reports
- Maintains files and records

- Orders and maintains inventory of office supplies and equipment
- Perform other duties as assigned by the Building Principal

Qualifications:

- High school diploma or equivalent, and
- A minimum of three (3) years office experience, or
- An equivalent combination of education, training and experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Effective, active listening skills
- Organizational and problem solving skills, record keeping skills
- Basic computer skills
- Basic first aid
- Ability to communicate and receive ideas and directives through listening, speaking, reading and writing

Equipment Operated:

- Subject-specific equipment, e.g., computer scanner, CD burner, zip drive, digital cameras
- Telephone

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to school on all scheduled workdays except calamity days
- Occasional interaction among unruly children
- Occasionally lift, carry, push and pull various items up to a maximum of 50 pounds, e.g., classroom materials and supplies
- Frequent requirement to sit, stand, walk, hear, see, read, crouch, kneel and stoop
- Occasional requirement to balance, climb and use color vision
- Occasional requirement to operate school district vehicle
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the work place throughout his/her employment in the District

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: