

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

Position: Secretary to Assistant Principal - EXCEL

Reports to: Principal

Employment Status: Regular/ 196 days

FLSA Status: Non-Exempt

Description: Under general supervision, the Excel Secretary provides clerical and administrative support for the Excel School Principal.

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

Essential Functions:

- Coordinates activities in the school office
- Maintains the appointment schedule for the principal
- Maintains building's calendar of daytime and evening events
- Coordinates assignment of bus and after school detention duties
- Collects student fees
- Maintains current information of each student in database
- Maintains current emergency information of school employees
- Maintains student attendance records and cumulative files
- Contacts parents or guardians of absent students
- Processes student registrations and withdrawals
- Sends transcripts, test scores, letters of recommendation and health records, upon request
- Follows-up on student transfer records
- Schedules substitute teachers and orients them to the school and activities of the day
- Maintains records for substitutes
- Prepares payroll forms for tutors and forwards to pupil personnel office
- Distributes materials to teachers, including paychecks
- Edits, publishes and distributes periodic newsletters
- Coordinates school activities, as assigned
- Coordinates the visits of field experience students and observers from other districts
- Coordinates the schedule for Open Houses and Conference Days

- Distributes free and reduced lunch forms and forwards completed forms to administrator
- Serves as office liaison to PTA President
- Provides secretarial support for the coordinator of the Distinguished Alumni Hall of Fame
- Orders pop for faculty lounge and prepares purchase orders to pay for vending machine
- Prepares appropriate forms for professional meetings and submits them, as required
- Updates bulletin boards
- Sells high school athletic tickets
- Coordinates senior commencement exercises and senior awards programs
- Maintains security of the building safe located in the main office
- 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
- Prepares, forwards and files purchase orders
- Compiles information, upon request
- Photocopies materials
- Performs additional duties and assignments, as requested

Qualifications:

- High school diploma or GED, and
- A minimum of five (5) years office experience, or
- An equivalent combination of education, training and experience
- Such alternatives to the above qualifications as the Superintendent and/or Board 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, printer, 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
- 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