

LOCKPORT TOWNSHIP HIGH SCHOOL DISTRICT 205

TITLE:	Executive Secretary to the Principal – East Campus
QUALIFICATIONS:	Excellent computer and typing skills, including strong skills using word processing, spreadsheet, and web-based programs used by the district Successful experience using Google Docs and other Google programs Excellent written and verbal skills Excellent organizational and communication skills Ability to positively interact with staff members, parents, students, and the public
REPORTS TO:	Principal, East Campus
JOB GOAL:	To assist the Principal as needed in the day-to-day East Campus operations, including securing substitute personnel to ensure that all classrooms are staffed at all times, processing and maintaining all documentation, reports and communications to and from staff, students, and families.

PERFORMANCE RESPONSIBILITIES:

1. Model effective customer service in providing prompt and excellent responses to telephone calls and visitors for the Principal.
2. Schedule appointments for the Principal as needed.
3. Maintain all records and manage correspondence as assigned by the Principal.
4. Facilitate arrangements and special needs for any meetings called by the Principal.
5. Process all materials and correspondence pertaining to school events.
6. Process all materials and correspondence pertaining to summer school.
7. As needed by the Principal, prepare documents for meetings, and prepare and disseminate communications to the building staff.

8. As needed by the Principal, manage and coordinate student recognitions and rewards, including disseminating information to students and parents.
9. Manage attendance for East Campus licensed staff, secure substitutes for teacher absences using ReadySub and SchoolERP Pro, manage daily schedule for Task Force and provide attendance records to the Business Office and Personnel Office.
10. Maintain building personnel/general files, including reporting and recording absences for all non-certified staff.
11. Register Principals office administrators for professional development and events as needed.
12. Assist the Principal with personnel management, including arranging interviews and managing documentation for potential candidates.
13. Assist Principal with graduation ceremonies.
14. Assist with expulsion packets as needed.
15. Assist with Drivers Education as needed.
16. Assist other Principal's Office staff with managing and ordering office supplies.
17. Complete all tasks as assigned by the Principal.

EVALUATION: Performance of this job will be evaluated yearly by the Principal in accordance with provisions of the Board of Education policy.