

# Almont Community Schools

## Job Description

Secretary to the Principal  
Almont High School

### Qualifications:

- High School graduate or equivalent
- Office experience
- Well versed in computer skills
- Experience with Microsoft office applications
- PowerSchool experience a plus

### Reports To:

Building Administrator/Principal

### Job Goals:

Oversee all high school office activities/services. Provides secretarial services to the High School Principal and responds positively to community, parent, student, administrative inquiries concerning available services and programs. Expectations of the job include: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, and efficiency.

### Responsibilities:

- Perform clerical duties as assigned as well as display initiative in evaluating and increasing the effectiveness of the High School office.
- Represent Almont High School in a positive and professional manner in all interactions with students, parents, staff members, and members of the community at all times.
- Be familiar with and follow all FERPA laws and requirements.
- Answer routine phone inquiries, take messages, and route calls.
- Act as liaison between school and community, principal, parents, staff, and students, Ed Tech, and Maintenance.
- Organize special events including, but not limited to, awards ceremonies, Graduation, Parent-Teacher Conferences, picture days, orientation, etc.
- Research, gather, and compile data for reports from a variety of sources including PowerSchool, work requests, Ed Tech, Virtual/Dual Enrollments, accounting software, etc.
- Prepare forms and reports including but not limited to: report cards, schedules, Schedule B contracts, calendars, student count, reports, correspondence, etc.
- Process information, messages and mail.
- Assist staff with information and services.
- Maintain manual and electronic records including student handbook, emergency information, etc.
- Coordinate substitute teacher assignments for High School, schedule internal substitutes when no other substitutes are available (including emergency), process prearranged absences, open classrooms and help substitutes get established.
- Provide payroll services for the High School, maintain daily payroll, provide teachers with forms and process through appropriate administrators, compile and submit biweekly payroll to the Business Office.
- Maintain internal accounts including but not limited to deposits, ordering, check requests, monthly reconciliations and reports, yearly reports, process purchase orders, supply orders, etc.

- Coordinate paper distribution.
- Serve as liaison with vendors regarding supplies.
- Provide all necessary support to the High School Principal.
- Follow all district policies and guidelines.
- Schedule test out exams, communicate with parents/students, gather and distribute materials, schedule proctor, provide results to appropriate administration.
- Prepare all beginning of year materials for staff, students, and parents, assign lockers and maintain master locker sheets. Provide communication to parents/students.
- Other secretarial duties as assigned by the High School Principal.

**Term of Employment:**

Per Secretarial Agreement

**Evaluation:**

Annually by Principal

Updated: 05/05/2026