JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

**JOB TITLE:** Part Time - Assistant to Principal – Elementary School

**REPORTS TO:** Building Principal

**REQUIREMENTS:**
- High School Diploma or equivalent
- Minimum of 1-3 years experience in a secretarial role
- Ability to work efficiently using personal computer, various technology programs (Word, Excel, etc.) building telephone in addition to other general office equipment
- Position also requires a high degree of confidentiality, oral and written communication skills, and organization skills
- Any combination of experience and education will be considered.

**WORK YEAR:** 10 month, Part Time

RESPONSIBILITIES/DUTIES

**ESSENTIAL JOB FUNCTIONS:**
1. Prepares all correspondence, memos and reports for the Principal or Assistant Principal.
2. Provides detailed messages and screens calls for the Principal; directs calls to appropriate parties, takes action as appropriate.
3. Sorts and prioritizes daily mail/correspondence with urgent mail handled appropriately.
4. Maintains and administers early leaves, hours/day for each student, attendance slips, etc.
5. Maintains files and records as requested in the office by the Principal.
6. Responsible for the visitor sign-ins.
7. Assists nurse as required.
8. Maintains student date base for elementary and middle school secretaries including reporting, designing & facilitating training as required.
9. Coordinates with food service personnel regarding reduced fee and free lunch programs.
10. Prepares transfer records for new students and transfer students.
11. Prepares release letters and other documents for the Board packet when required.
12. Maintains, edits and copies school newsletter, maintains attendance records and other computer related reports as required.
13. Interfaces with all levels within the District.
14. Assists other staff members as required.
15. Performs other duties as may be necessary and assigned by the Building Principal.
PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

TERMS OF EMPLOYMENT

Newly hired employees will be placed on the ESP Salary Scale based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE ______________________________________   DATE _____________

PRINTED NAME __________________________________