JOB TITLE: Secretary – High School Office (Administrative Aide) **DATE**: July 2013; Updated 6/2024

REPORTS TO: High School Principal/Assistant Principal **APPROVED BY**: Superintendent

SALARY RANGE: Support Staff Administrative Range V **ASSIGNMENT**:
10 month or Hourly
8 hours per day

JOB SUMMARY: Provides administrative support to the high school office. Responsibilities include securing substitute teachers for grades seven through twelve, preparing weekly status reports for payroll processing, maintaining records of in-house class coverage, and assisting visitors in person and via the telephone.

ESSENTIAL FUNCTIONS

1. Receives and originates telephone calls communicating information with parents, students, staff, and the general public. Handles information, requests, concerns and/or complaints regarding the senior high as directed by the high school principal(s).

2. Greets staff, students and visitors to the high school office providing assistance and support with their requests whenever possible, or directing them to the appropriate department/person for assistance.

3. Monitors the lunchroom, halls, and the rest room areas providing supervision of students in accordance with district procedures.

4. Operates various office machines such as copiers, personal computers, and the public address system.

5. Prepares, organizes and processes the interim grade reports for mailing on a quarterly basis. Mails physical education teachers' Danger Letters and Progress Reports to the parents of students who need to make up a class every cycle.

6. Secures substitute teachers and/or arranges for proper faculty coverage for grades seven through twelve. Responsible for contacting substitutes, coordinating teachers' schedules and working with the respective building principals.

7. Prepares the weekly "Friday Report" listing all absences of the high school office staff, teachers, substitutes, and teacher aides.

8. Collects and distributes the high school mail twice daily. Coordinates the mailing of the Student-of-the-Month letters to various newspapers.

9. Assists high school office secretaries with daily filing activities and student work permits.

10. Fulfills the duties of the Attendance Secretary during absences.

11. Performs other job related duties as directed by the supervisor.

QUALIFICATIONS: High school graduate with two years of general office experience. Good communications skills and the ability to work well with other people. General typing and computer skills required.

PHYSICAL REQUIREMENTS: Requires reaching with hands and arms in a repetitive motion. Use of fingers and hands necessary along with ability to communicate and hear with no more than a 40-decibel hearing loss. Duties require far, near and mid-range vision clarity (less than 20 inches and more than 20 feet), depth perception, visual quality and field of vision. Some exposure to noise while in an office environment, primarily in a sitting position. Able to manipulate objects, pushing, sliding, etc., up to 20 pounds necessary.