TITLE:	Secretary, HS Assistant Principal	STATUS:	Non-Exempt/At-Will
REPORTS TO:	Assistant Principal or Principal	TERMS:	206 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	PT4

PRIMARY PURPOSE:

Facilitate the efficient operation of an administrator's office and provide clerical services for the school's administrative office.

QUALIFICATIONS:

Education/Certification:

High School Diploma of GED

Special Knowledge/Skills:

Acceptable skill in clerical tasks, including the use of computers

Ability to successfully interact with professional employees, students, district patrons, and parents

Good communication skills (verbal and written)

Ability to maintain emotional control under stress

Organizational skills

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

Five years' experience with clerical or related duties

At least 1 year's accounting or bookkeeping experience (preferred)

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

Essential Functions:

1. Assist assistant principals and principal as needed.
2. Assist students, teachers, parents and community members as needed.
3. Type all written correspondence and properly route.
4. Receive all incoming calls for administrators' office. Take reliable messages and route to appropriate staff.
5. Maintain proper physical and computerized files for the administrative office to include inventory of supplies, mailing lists, records (current and previous years), logs and office communication.
6. Assist assistant principals with scheduling of Admission, Review and Dismissal Committee (ARD).
7. Process all incoming students with disciplinary referrals prior to assistant principal meeting.
8. Enter discipline data into PEIMS on a daily basis.
9. Run PEIMS reports and correct any mistakes on a weekly basis.

10. Demonstrate expertise in and comply with applicable federal, state and district policies and procedures. Able to research information and cite sources when requested.
11. Maintain a current filing system in accordance with district guidelines. Able to locate filed documents upon request.
12. Monitor and assign substitutes on campus.
13. Demonstrate proficiencies in other office positions through cross training.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

_____ _____ _____
            Signature   Printed Name   Date