



STILLWATER AREA PUBLIC SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: <i>Secretary – Secondary Assistant Principal</i>	Department / Building: <i>Senior High / Junior High</i>
Reports to: <i>Assistant Principal</i>	FLSA Status: <i>Non-Exempt</i>
Band/Grade/Subgrade: <i>B21</i>	Bargaining/Work Unit: <i>Technical Support</i>
Position Last Updated: <i>1/08</i>	Next Position Description Update: <i>1/11</i>

SECTION II: JOB SUMMARY

To perform a variety of secretarial and administrative support responsibilities for an Assistant Principal, including a strong emphasis on interpersonal skills when dealing with students, parents, staff and administration in a grade level center at the High School or throughout a junior high site and also including varied responsibilities covering information flow, reception, recordkeeping, data management, scheduling and attendance.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: General Office Administrative Support and Reception
Percent of Time:	50%	

Tasks involved in fulfilling above duty/responsibility:

- Performs a wide variety of secretarial and administrative support responsibilities including, but not limited to reception of callers and visitors, frequent interactions with students, staff and administration, information exchange and distribution, calendar / appointment management, attendance and special projects.
- Serves as a first-contact and / or referral source for students, staff, parents and others in many diverse situations.
- Updates and maintain information about academic progress and/or various school activities via planner and web-pages to keep students, parents and the community informed.
- Keeps the Assistant Principal informed on all work assignments of whatever nature for which responsible and alerts the Assistant Principal when help is required to ensure the prompt completion of such assignments

Duty/Responsibility No:	2	Statement of duty/responsibility: Cashiering/Bookkeeping/Recordkeeping
Percent of Time:	35%	

Tasks involved in fulfilling above duty/responsibility:

- Creates and maintains various electronic and / or hard-copy files of data and information, ensuring ready access by authorized personnel as needed.
- Records and reports student attendance; issues student passes as needed
- Organize and maintain truancy charts/petitions and make available to Assistant Principal, school counselors, parents and county case workers as appropriate
- Maintains cumulative files for assigned students within established guidelines
- Maintains student discipline records and referrals in student system database as required
- Prepares various accurate, well-documented and timely reports as scheduled or requested, ensuring distribution only to those authorized to receive such information.
- Interacts with various outside agencies and programs according to established policies covering information collection and / or exchange with such agencies or programs.

Duty/Responsibility No:	3	Statement of duty/responsibility: Special Projects
Percent of Time:	15%	

Tasks involved in fulfilling above duty/responsibility:

- Organizes, coordinates and completes a wide variety of special projects as scheduled or requested.
- Performs other job-related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of district programs, activities, requirements, policies and procedures sufficient to assist in daily administration of a school office, answer general questions and/or make appropriate referrals.
- Knowledge of, and the ability to consistently apply established policies, procedures and protocols related to student management, information management (confidentiality and security), scheduling, attendance / absence, medical situations or other emergencies, intruder / tornado / fire drills and procedures, facilities use and year-opening / closing procedures.
- The knowledge, skill and ability to set up, maintain and ensure the security and confidentiality of data and information, particularly private personnel and student records.
- Knowledge of and skill to operate typical office equipment such as copiers, printers, fax and mail machines.
- Skill using a personal computer and office software such as spreadsheets, word-processing and database applications
- Excellent interpersonal and organizational skills and the ability to establish rapport with students, staff, parents and outside contacts.
- The flexibility, adaptability and related skills to work productively and effectively in a school site setting.
- The ability to effectively plan, integrate and coordinate time, material, information / data and personnel in the completion of projects as expected.
- The knowledge, skill and ability to take appropriate actions, make sound process decisions and alert others in a timely manner which minimizes delays and uncompleted work.
- Ability to focus and concentrate on duties despite constant interruption.
- Ability to work purposefully, confidently and independently within authority and responsibility parameters of the position.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school or its GED equivalent
- Post high school training in office support preferred.

SECTION VI: EXPERIENCE REQUIREMENTS

- Two years experience in providing secretarial / administrative support using current office technology, word processing, database, spreadsheets, desktop publishing, fax / copy machines, PC, internet and intranet, etc.
- Experience in a K-12 school setting is preferred.

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
<i>Physical</i>		<i>Lifting/Carrying</i>		<i>Exposure to Environ. Conditions</i>	
Standing	O	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	O	Up to 25 pounds	O		
Sitting	C	Up to 50 pounds	N		
Talking in person/on the phone	F	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	F	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	C	<i>Noise Levels</i>		Explosives	N
Climbing, balancing	N	Quiet (i.e. private office)	N	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, squatting	O		Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Extreme heat (non-weather)
Stretching/reaching with hands & arms	O				Varying weather conditions
Distinguishing smell	N	Very loud noise (i.e. jack hammer, front row rock concert)	N	<i>Sight</i>	
Distinguishing temperature	N				Vision for close work/ability to adjust focus
Traveling by automobile	O			Looking at computer monitor	F
				Color vision (identify & distinguish colors)	F
				Peripheral, depth perception	F