

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Classified - Secretary – Middle/Senior High School Principal

Reports To: Middle/Senior High School Principal

Approved By: Board of Education

Approval Date: June 9, 2020

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide administrative support to the Middle/Senior High School Principal.
2. Supervise and train office student aides using various machines, and telephone system.
3. Maintain confidentiality regarding information.
4. Ensure the office phone is answered, and the secure entry system is monitored.
5. Ensure incoming mail and other deliveries are processed.
6. Type correspondences to Middle/Senior High School students/parents as needed.
7. Update and maintain Middle/Senior High School student records.
8. Monitor the AESOP attendance program for Middle/Senior High School staff and Middle/Senior High School substitute teachers.
9. Secure substitutes and submit biweekly staff absence report.
10. Maintain fire/tornado drill logbooks.
11. Compile and maintain inventory and fixed assets lists for the Middle/Senior High School office.
12. Compile and maintain student obligations lists.
13. Provide vending machine refunds.
14. Manage financial accounts (General Fund Supplies & Materials Accounts, Student Activities, Academic Banquet), help determine spending, process requisitions, complete purchase orders, and prepare deposits.
15. Prepare and Submit textbook reimbursement information to ECA Treasurer for State reporting.
16. Compile book rental data for Middle/Senior High School.
17. Purchase supplies and textbooks for Middle/Senior High School.
18. Process invoices.
19. Schedule Activity Periods for Middle/Senior High School.
20. Plan and organize Middle/Senior High School Academic Honors Banquet.
21. Organize academic awards for High School awards day.
22. Schedule parent/teacher conference meetings.
23. Arrange student college visits and prearranged absences.
24. The Middle/Senior High School Principal's Secretary shall perform other duties as assigned by the Principal or out of the necessity to fulfill the requirements of the position.