

NAME:

TITLE: High School Principal's Secretary

QUALIFICATIONS:

1. High School Diploma.
2. Ability to communicate effectively with a variety of people under pressure.
3. Ability to type at a rate of 60 wpm.
4. Working knowledge of computers.
5. Experience equivalent to four years at the secretarial level.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
7. Certificate of good health.

REPORTS TO: High School Principal

JOB GOAL: To provide varied and responsible secretarial and administrative support to the High School Principal and to assure the smooth and efficient operation of the middle school office so that the office's maximum positive impact on the educational process is realized.

TERMS OF EMPLOYMENT: Eleven-month year. Days and hours to be established by the high school principal.

EVALUATION: Performance of this job will be evaluated in accordance with provision of the Board's policy on Evaluation of Support Services Personnel.

PERFORMANCE RESPONSIBILITIES:

<i><u>Meets</u></i>	<i><u>Needs</u></i>	
<i><u>Expectations</u></i>	<i><u>Emphasis</u></i>	
_____	_____	1. Functions as office manager.
_____	_____	2. Provides secretarial and administrative support requiring independent judgment.
_____	_____	3. Compiles and assembles data for administrative review and action.
_____	_____	4. Types correspondence, reports, notices recommendations, agendas, and meetings.
_____	_____	5. Obtains, gathers, files, and organizes data as needed, puts it into usable form, and prepares appropriate response if necessary.
_____	_____	6. Compiles data and provides budgetary input.
_____	_____	7. Maintains calendars, arranges meetings, appointments, and travel arrangements.
_____	_____	8. Advises the principal or designee, immediately of the existence of any problem deemed to warrant prompt attention.
_____	_____	9. Prepares and distributes student and faculty bulletins on a daily basis.

Meets *Needs*

Expectations Emphasis

- | | | |
|-------|-------|--|
| _____ | _____ | 10. Maintains substitute records and ensures that all classes are covered on a daily basis. |
| _____ | _____ | 11. Maintains personnel records to include leave requests, directory information and OSHA reports. |
| _____ | _____ | 12. Prepares and processes for payment all general fund purchase orders for equipment and consumables for the high school. |
| _____ | _____ | 13. Audits time cards and prepares monthly payroll reports. |
| _____ | _____ | 14. Works with other staff members to keep inventory information current. |
| _____ | _____ | 15. Maintains the high school textbook file. |
| _____ | _____ | 16. Prepares and/or verifies all bulk mailings for the high school. |
| _____ | _____ | 17. Provides Notary Public services for the district. |
| _____ | _____ | 18. Prepares and maintains records for high school parking facilities. |
| _____ | _____ | 19. Organizes and maintains the driver education program for the high school. |
| _____ | _____ | 20. Types all Preobservations/Formative and Summative Evaluations for faculty. |
| _____ | _____ | 21. Process work permits for students. |
| _____ | _____ | 22. Places and receives telephone calls and records messages for all staff. |
| _____ | _____ | 23. Orders and maintains supplies as needed. |
| _____ | _____ | 24. Assists in other high school office functions as needed. |
| _____ | _____ | 25. Performs other duties as assigned. |
| _____ | _____ | Attendance |
| _____ | _____ | Punctuality |
| _____ | _____ | Dependability |
| _____ | _____ | Relationship with Other Personnel |
| _____ | _____ | Relationship with Students/Public |
| _____ | _____ | Quality of Work |
| _____ | _____ | Cooperation |
| _____ | _____ | Work Habits (Neatness, Speed, Etc.) |
| _____ | _____ | School Ethics (Confidentiality, Loyalty) |
| _____ | _____ | Other _____ |

EVALUATION SUMMARY

I believe that this employee's major strong points are:

1. _____

2. _____

3. _____

I believe that the following areas need improvement:

1. _____

2. _____

3. _____

I have read this evaluation and have had a conference with the evaluator. Yes No

I agree with the evaluator. Yes No

If no, with what specific statement(s) do you disagree?

Signature of Evaluator _____ Date: _____

Signature of Employee: _____ Date: _____