

**NAME:**

**TITLE:** Middle 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.

**REPORTS TO:** Middle School Principal

**JOB GOAL:** To provide varied and responsible secretarial and administrative support to the Middle 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:** Ten and one-half month year. Days and hours to be established by the Board.

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

**PERFORMANCE RESPONSIBILITIES:**

<u>Meets</u> <u>Expectations</u>	<u>Needs</u> <u>Emphasis</u>	
_____	_____	1. Functions as office manager by implementing office routines and practices associated with a busy yet smoothly run office.
_____	_____	2. Provides complex and responsible secretarial and administrative support requiring independent judgment.
_____	_____	3. Compiles and assembles data for administrative review and action.
_____	_____	4. Maintains ledgers, journals, and other accounting documents and records.
_____	_____	5. Compiles data and provides budgetary input as directed.
_____	_____	6. Maintains calendars, arranges meetings, appointments, and travel arrangements.
_____	_____	7. Prepares correspondence from draft copy, dictation and direct instruction.
_____	_____	8. Classifies, sorts, and files correspondence or other data and prepares appropriate response, if necessary.
_____	_____	9. Maintains such personnel records as shall be required.
_____	_____	10. Maintains substitute records and prepares payroll information.

*Meets*  
*Expectations*

*Needs*  
*Emphasis*

\_\_\_\_\_

\_\_\_\_\_

11. Maintains students' personal and financial records.

\_\_\_\_\_

\_\_\_\_\_

12. 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: \_\_\_\_\_