

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Associate Principal's Secretary/Attendance Clerk

QUALIFICATIONS:

1. Certified on an employee medical examination form to be fully qualified in health for the position by a licensed physician.
2. High School graduation including courses in bookkeeping, accounting, business English, mathematics, and computer application.
3. Experience in accounting or bookkeeping, or demonstrated competence in tasks assigned.
4. A working knowledge of basic office procedures and the operation of common office equipment and machines. Demonstrates ability to utilize word processing equipment and computer data entry.
5. Such alternatives to the above qualifications as the Board may find suitable and acceptable.

REPORTS TO: Associate Principal of Student Personnel

JOB GOAL: To assure the complete and accurate student attendance records and help in the general data collection pertinent to school, district, and state records.

PERFORMANCE RESPONSIBILITIES:

1. Assists in collection of student fees and maintenance of student accounts payable.
2. Assists with telephone receptionist duties in the associate principal's office.
3. Maintains accurate and complete student attendance records and discipline referrals within the student information system.
4. Serves as High School attendance clerk.
5. Serves as secretary to the North Scott Hall of Excellence.
6. Performs basic maintenance of attendance office copiers and printers.
7. Enters revisions to the student and teacher handbooks.
8. Orders and maintains the High School supply room
9. Generates correspondence letters related to student personnel.
10. Assists in greeting visitors and students.
11. Assists in handling additional duties in the absence of other office personnel.
12. Perform additional duties as assigned by building administration and pertinent staff.

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TERMS OF EMPLOYMENT: A ten month year with salary and benefits as outlined in the master contract of the Classified Association.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of classified employees.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

(This job description contains only measurable performance responsibilities)

10/26/04-Revised
02/21/08-Revised