KINGSWAY REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

Secretary to Assistant Principals

(Rev. 12/17/2012, Rev. 04/28/2016)

Qualifications:

1. High school diploma; secretarial training
2. Knowledge of automated office equipment and excellent secretarial skills
3. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To: Assistant Principal(s)

Supervises: Student Aides

Job Goal: Provide secretarial services in an organized and professional manner.

Performance Responsibilities:

1. Daily receive, open, stamp and distribute mail and record appointments for the Assistant Principals.
2. Maintain an accurate supply and inventory list.
3. Keep all files for the school with relation to the Assistant Principals.
4. Prepare agenda for staff meetings, grade level class meetings, and faculty meetings, as appropriate.
5. Type all letters, all reports, teacher and coaches observations and evaluation for the Assistant Principals. Prepare all letters related to student attendance and discipline. Assist any other areas of need.
6. Prepare and type monthly discipline reports to the Board of Education.
7. Perform routine procedures for student discipline in the Main Office.
8. Type suspension letters to parents.
9. Perform periodic filing of discipline cases.
10. Schedule parent conferences as instructed.
11. Assist in special programs such as diploma preparation, senior trip, prom, graduation, etc.
12. Maintain and assign lockers to students and collect rental fees from all new/incoming students.
13. Perform all other tasks as required by the Building Principal.
14. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Secretary
Pay Grade/Compensation Structure:	G15
Evaluation:	In accordance with Board policy
Job Code:	9300