

JOB TITLE: ASSISTANT HIGH SCHOOL PRINCIPAL'S SECRETARY / ATTENDANCE SECRETARY

QUALIFICATIONS:

1. Knowledge of computer usage and modern office practices.
2. Effective communication techniques and procedures.
Communicate effectively in oral and written form.
3. Establish cooperative relationships in a calm and tactful manner.
4. Effectively carry out oral and written directions.

REPORTS TO: Principal and/or Assistant Principal

JOB GOAL: To assure the smooth and efficient operation of the building assistant principal's office. To complete all the detail and written work that is essential to ensure the efficiency and effectiveness of the building assistant principal's office. To contribute to the building assistant principal's office so that it can be effective in the educational process. To maintain a detailed monthly attendance report.

PERFORMANCE RESPONSIBILITIES:

1. Read incoming material and sort it according to specific file system in use.
2. Clear files at designated intervals under the supervisor's directions.
3. Maintain a monthly student teacher attendance log.
4. File correspondences, cards or other records in manner as prescribed by the building principal.
5. Welcome students, parents and other visitors and arrange for their comfort. Screen unexpected calls in accordance with building procedures.
6. Maintain schedules of appointments, conferences and interviews in accordance with building procedures.
7. Perform record-keeping tasks in accordance with building procedures.
8. Order and maintain supplies as needed in accordance with assistant principal's office.
9. Place and receive telephone calls and record messages in accordance with building procedures.
10. Maintain a filing system, as well as a set of locked confidential files. Process incoming correspondence as instructed in accordance with building procedures.
11. Obtain, gather, and organize pertinent data as needed into usable form.
12. Type a variety of materials such as letters and student records from rough drafts or corrected copy as directed by assistant principal.
13. Operate computers, word processors, copiers and facsimile as directed by the assistant principal.
14. Maintain a complete and systematic set of attendance records in accordance with building and district policy.

15. Monitor student attendance records and make accurate, timely reports in accordance with district procedure.
16. Communicate with students, teachers, parents (courtesy calls to parents, attendance history, parent letters, etc.) for the purpose of resolving problems and coordinating Saturday School activities and processes.
17. Greet office visitors. Respond to telephone inquiries and answer questions, resolve complaints, provide desired information as required or referral to appropriate school personnel.
18. Accept all telephone calls from parent/guardian giving reasons for student absences, request for blue slips, prearranged absences, etc.
19. Maintain documents, files and records (confidential and non-confidential) (daily absences, extended absences, etc.) for the purpose of providing up-to-date references. Inform teachers of the status of student absences via memo or e-mail.
20. Operate Lumen student attendance system and other software as needed for the purpose of accurate tracking and documentation of student information (current physical address, mailing address, student lives with parent/guardian, current phone numbers including emergency contact list and numbers.)
21. Check and/or investigate absences from previous day. Maintain telephone records.
22. Contact teachers about a single period absence.
23. Provide summary attendance profiles of students who are over the attendance policy for a weekly attendance meeting with assistant principals, attendance officers, juvenile officer and counselor.
24. Prepare written materials (letters to parents notifying them of a student's three (3) to five (5) and over eight (8) day absence, informing them of the days available for Saturday School.
25. Research discrepancies of attendance information and/or documentation (homebound, doctor's notes, school activities, etc.) for the purpose of ensuring accuracy prior to processing for action for appeal meetings.
26. Coordinate Saturday School processes and communicate with attendee's parents/guardians.
27. Keep records of students that have agreed and signed attendance contracts.
28. Assist with the attendance appeal meetings that are held to determine if a student's credits are put on hold for being over in attendance.
29. Assign lockers to new students.
30. Contact transportation department for bus information for new students.
31. Maintain confidentiality of reports, records and personal experiences of a private nature regarding students, school employees and patrons.
32. Process correspondence in a neat and professional manner.
33. Maintain required files in a complete, orderly manner in accordance with building and district procedure.
34. Schedule appointments for assistant principals and inform the participants.
35. Assist students with necessary directions.
36. Sign students in and out of school in accordance with district procedure.
37. Prepare and post notices to building employees as directed by the principal.
38. Process discipline referrals as required.
39. Maintain webpage for announcements.

40. Maintain teacher announcements.
41. Monitor downstairs office aides who are assigned to work in the assistant principal's office.
42. Monitor activities related to graduation.
43. Respond to state and local officials as directed by administrator.
44. Perform other duties and responsibilities necessary in the operation of the assistant principal's office.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

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

Signed: _____ Date: _____
(Secretary)

Signed: _____ Date: _____
(Supervisor)