

JOB TITLE: HIGH SCHOOL A+ SECRETARY

QUALIFICATIONS:

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

REPORTS TO: A+ Coordinator, Principal

JOB GOAL: To assure the smooth and efficient operation of the A+ program. To complete all the detail and written work that is essential to ensure the efficiency and effectiveness of the A+ program. To maintain all required reports of the A+ program.

PERFORMANCE RESPONSIBILITIES:

1. Create database for A+ students by grade
2. Input net A+ students into Lumen
3. Input tutoring hours into Lumen
4. Input social security numbers into Lumen
5. Mark each student either A+ or not A+ for MOSIS
6. Send letters to parents of A+ students (probation/ineligibility, end of year letters for grades 9 – 11 and semester letters to 12th grade)
7. Serve as secretary to A+ coordinator
8. Keep track of job shadowing forms
9. Document and prepare paperwork for review committees (Attendance/Discipline appeals)
10. Provides information for the A+ Advisory Team Committee
11. Copy and mail Advisory Team packets annually
12. Send letters to parents of students who are not enrolled in A+ encouraging them to join
13. Set up summer tutoring schedule for A+ students and monitor tutoring hours
14. Set up and maintain A+ website
15. Maintain A+ files on all A+ students
16. Keep track of Independent Management Intern Students
17. Place students with tutoring teacher at the beginning of each semester
18. Do attendance for Management/Internship once a week
19. Run discipline report weekly
20. Keep track of area schools sign in sheets
21. Keep track of tutoring hours for management/internship students
22. Make A+ badges for students
23. Maintain A+ Senior Checklist (attendance, GPA, FAFSA, SS# and tutoring hours)
24. Prepare annual report for DESE on eligible A+ seniors
25. Schedule times with the freshman English teachers to visit their classroom to talk about A+
26. Talk to entering freshman about the A+ program

