

**JOB TITLE:** MIDDLE SCHOOL ASSISTANT PRINCIPAL /  
ATTENDANCE SECRETARY

**QUALIFICATIONS:**

1. A minimum of a high school diploma or equivalent and experience in word processing, database, and spreadsheets.
2. Knowledge of computer usage and modern office practices
3. Effective communication techniques and procedures. Communicate effectively in oral and written form.
4. Establish cooperative relationships in a calm and tactful manner
5. Effectively carry out oral and written directions.

**REPORTS TO:** Building Principal

**JOB GOAL:** To provide the necessary clerical responsibilities required for the administration of the school district in order to assure the smooth, efficient operation of the middle school office.

**PERFORMANCE RESPONSIBILITIES:**

1. Perform general tasks such as making copies, delivering papers / mail to staff mailboxes, answering phones and delivering messages as necessary.
2. Assist Assistant Principal and Counselor as needed
3. Maintain student detention records and in-school suspension homework and records
4. Input discipline records on student information software
5. Coordinate homework requests
6. Maintain file for teacher tutoring time sheets for quarterly report
7. Monitor and enter student absences daily.
8. Phone parents daily to verify student absences
9. Mail attendance letters to parents/guardians
10. Maintain eligibility rosters for students participating in interscholastic sports
11. Help coordinate sports recognition assemblies and certificates of award
12. Maintain records for Reading Circles and other miscellaneous certificates awarded at year end
13. Maintain list of lost textbooks and library fines
14. Maintain information for Core Data report on Remedial Hours
15. Assist in other areas as duties are assigned by supervisor.

**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: \_\_\_\_\_  
(Middle School Assistant Principal / Attendance Secretary)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Middle School Principal)