

JOB TITLE: MIDDLE SCHOOL PRINCIPAL 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 answering phones and delivering messages as necessary to student/staff, and prepare daily announcements.
2. Prepare monthly activity calendar and post on website
3. Assist Principal as needed
4. Maintain student add/drop information
5. Assist teachers with grade program, import grades and print grade cards.
6. Verify and check for accuracy monthly time cards and tutoring sheets
7. Coordinate and mail student progress reports
8. Complete purchase orders for general and teacher supplies, verify bills and forward to Central Office for payment
9. Deposit school activity money
10. Circulate teacher checkout information at year-end and maintain information regarding inventory, grade books, supply orders for upcoming school year, room repairs and textbook lists.
11. Maintain end of semester reports for honor roll, straight "A" list, certificates and trophies
12. Maintain lists for end of year club & honors, certificates, scholarship awards, President Education awards, and coordinate award assembly
13. Produce name list for eighth grade graduation and assist at ceremony
14. Maintain enrollment and attendance information for summer school activities
15. Prepare purchase orders for teacher orders for next school year, verify receipt of supplies and forward bills for payment
16. 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 Principal Secretary)

Signed: _____ Date: _____
(Middle School Principal)