ADMINISTRATIVE ASSISTANT TO THE HIGH SCHOOL ADMINISTRATION / ATTENDANCE
JOB DESCRIPTION

JOB INFORMATION

TITLE: Administrative Assistant to the High School Administration / Attendance

EMPLOYEE GROUP: Classified **ADDITIONAL JOB CODES:** 508
SHIFT: 7.5 hours/day, Monday – Friday for 200 days,
7.5 hours/day, Monday – Thursday in the summer for 32 days
TERM OF EMPLOYMENT: Full Time, 12 Month Position
HOLIDAYS: As Per School Calendar
LOCATION(S): High School Office
RATE OF COMPENSATION: Per the Classified Compensation Plan
FSLA: Exempt ____ Non-Exempt ____
Last Editted On: 11/10/2017 Board Approval Date: 01/15/2018

ORGANIZATION

DEPARTMENT: Classified

REPORTS TO: High School Assistant Principal as designated by the High School Principal

JOB SUMMARY AND QUALIFICATIONS

This classified staff position supports the high school administration for efficient management of operations of the office and interfaces directly with students, parents, and the community.

QUALIFICATIONS

The Secretary to the High School Administration shall:

a. Possess a high school diploma or equivalent.
b. Possess good telephone, communication and proofreading skills
c. Possess good typing and clerical skills.
d. Possess the ability to use business office equipment including: telephone, calculator, copier, facsimile, computer, school bell system, and public address system.
e. Possess the ability to use computer software such as Access, Excel, Microsoft Word, and student information systems.
f. Possess a demeanor appropriate for greeting the public, students, faculty, and staff in a positive and professional manner.
g. Maintain a neat and orderly office environment.
h. Preferably have a minimum of one (1) year of successful secretarial experience in a business or educationally-related area.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

To ensure a smooth and orderly operation of the high school office, all secretaries must develop a detailed description of their specific responsibilities for the purpose of cross training. In the event of a secretary's absence, it is expected that the other secretaries in the office assume those responsibilities or duties needed to maintain office efficiency.

a. High School Office
b. Receptionist
c. Discipline
d. Attendance
e. Work Permits

STUDENT SERVICE RESPONSIBILITIES

The Secretary to the High School Administration shall:

a. High School Office
    1. Handle regular school office management in conjunction with all office personnel in a cooperative, congenial, service-oriented and professional manner.
    2. Work cooperatively with the public, staff, students, and administration in keeping a pleasant school office environment.
    3. Operate the public address system.
    4. Assist other secretaries as needed and/or directed.
    5. Compose memos and letters as directed.
    6. Maintain database with student/faculty/staff vehicle information.
    7. Distribute and collect staff parking tags.
    8. Record and maintain the account for student parking fines.
    9. Collect and deposit all monies for parking.
    10. Maintain and update the High School handbook as directed by administration.
    11. Organize/distribute school photographs.
    12. Utilize the school safe for approved activity.
    13. Ensure constant coverage of the office area to ensure that visitors are promptly greeted and assisted.
    14. Handle appropriately confidential information as required by State and Federal regulations.
    15. Know and follow the procedures outlined in the District Emergency Action Response Guide.
    16. Monitor and regulate the school based bell system.
    17. Operate school intercom system.
    18. Assist in the creation and maintenance of parent/teacher conference schedule.
    19. Assist in compiling, coordinating and sending of summer mailings to all Big Spring High School students.
    20. Assist in preparing graduation materials and folders.
b. Receptionist
    1. Utilize the office entrance security system.
    2. Acknowledge and greet visitors to the office.

3. Process incoming phone calls; take/relay messages; and/or forward calls to appropriate extension.
4. Provide passes and directions to approved visitors.
5. Maintain a visitor's log.
6. Distribute requested forms to parents, students, staff, and administration.
7. Provide administration with information of persons requesting appointments.
8. Provide the administrator with information of person making the call and the nature of the call.

c. Discipline
    1. Process detentions/disciplinary consequences assigned by teachers and administrators.
    2. Create and maintain detention date log.
    3. Provide detention lists to detention proctors.
    4. Create and provide daily list of students to serve ISS/OSS for attendance purposes.
    5. Process/prepare disciplinary letters and distribute copies to appropriate parties.
    6. Maintain disciplinary database.
    7. Maintain disciplinary files.
    8. Build and process reports utilizing student disciplinary database.
d. Attendance
    1. Record and maintain student demographic/emergency information.
    2. Record, maintain and file all attendance data, including but not limited to: absences, tardies, and early dismissals in a timely fashion.
    3. Prepare, process, distribute daily bulletin.
    4. Process tardy students
    5. Process early dismissals
    6. Maintain daily sign-in and sign-out log for student attendance activity.
    7. Receive and process student excuses for attendance activity.
    8. Create and maintain a log of student excuses for attendance activity.
    9. Create and maintain a log of students whose parents report attendance activity.
    10. Assist the Attendance Officer with all duties prescribed by public school law in the area of attendance.
    11. Monitor student attendance and send attendance letters in accordance with school laws and District policy/procedures.
    12. Prepare/process local, state, and federal attendance reports.
    13. Complete the Career and Technical Education Information System (CATS) and PDE-4014 reports.
e. Work Permits
    1. Issue work permits and file work permit applications.
    2. Maintain work permit database.

MISCELLANEOUS RESPONSBILITIES

The Secretary to the High School Administration shall:

a. Assist all other office staff in the completion of all office responsibilities.
b. Perform all other duties as directed by the Assistant Principal, Principal, and/or District Administration.

WORK ENVIRONMENT

a. Office, Schools, meeting and conference areas. Work indoors and outdoors; visit classrooms and area employers.
b. Position is in well-lighted and well-ventilated school buildings.

ATTENDANCE

a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHSYICAL DEMANDS

a. Frequent travel to school district buildings.
b. Frequent walking throughout various areas.
c. Often sitting at a desk for extended periods.
d. Standing for limited periods of time.
e. Frequent bending, stopping, twisting, reaching, grasping, sitting and typing
f. Moderate moving from 15 to 50 pounds.
g. Some carrying – up to 50 pounds.
h. Manual dexterity to use office equipment.
i. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

a. Visual acuity to read correspondence and a computer screen.
b. Auditory acuity to be able to use telephones.
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must appropriately handle confidential information as required by State and Federal regulations.
b. Must be courteous and able to deal effectively with people.
c. Must be able to work as a member of a team.
d. Must be able to cooperative, congenial and service-oriented.
e. Ability to work in an environment with frequent interruptions.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others.
b. Ability to complete tasks with minimal supervision.
c. Ability to read, write and do complex computations.
d. Ability to use correct grammar, sentence structure and spelling.
e. Ability to organize setting to efficiently accomplish tasks.
f. Ability to work independently and make work-related decisions.
g. Ability to exercise good judgment in prioritizing tasks.
h. Ability to communicate effectively.

LICENSE

a. Valid Driver's License

COMMENTS

a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.

c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.