

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE _____

LAST REVISION DATE 7/1/00

BAND & GRADE A-1-3-3

POSITION TITLE High School
Secretary to Assistant Principal

IMMEDIATE SUPERVISOR Assistant Principal

Job Summary (Basic Purpose of Position)

SUPERVISOR _____

EMPLOYEE _____

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

Facilitates record keeping and the maintenance of records and information to assure compliance with District Policies

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
MAJOR JOB FUNCTION					
1.00 Serve as Secretary to the Assistant Principal.	A1				
1.01 Keep official State of MN records of school attendance.	A1	20/D		Knowledge of Versaterm attendance modules and scanner.	1.01 Accurate attendance records kept for 900 plus students.
1.02 Arrange for passes for truant or unexused students and arrange for tardy students to report to the attendance center for consequences.	A1	20/D		Knowledge of students schedules or class patterns. Ability to communicate with Assistant Principal regularly to determine his/her sched.	1.02 Students appeared inattendance center daily to verify attendance and tardies.
1.03 Answer phone and process student "permits to leave" and "admits" to class.	A1	10/D		Ability to answer phone in a friendly businesslike manner. Knowledge of the basic tenets of the school policy.	1.03 Permits and admits were provided in a timely fashion for 900 plus students.
1.04 Process a daily absence list.	A1	1/D		Knowledge of Versaterm attendance modules.	1.04 Calls to verify attendance were made daily.
1.05 Maintain current list of students by notifying proper authorities of drops, adds or transfers.	A1	1/W		Awareness and knowledge of current District and State policies on attendance and responsibilities of enrollment lists.	1.05 Accurate records were kept.
1.06 Maintain student files on attendance and discipline (and) establish and maintain individual student files on parental notes and telephone calls.	A1	2/D		Knowledge of general filing practices and the importance of accountability as parents and officials require student information.	1.06 Filing practices were regularly scrutinized by Assistant Principal.

POSITION TITLE <u>SECRETARY TO ASST HIGH SCHOOL PRINCIPAL</u> PAGE <u>2</u> OF <u>5</u> PAGES 2 of 5					
REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.14 Keep proper inventory of supplies and forms. Make and design forms we use.	A1	1/M		Knowledge of all forms required for office use.	1.14 Inventory of forms and supplies were maintained accurately.
1.15 Coordinate student and parental inquiries on various subjects related to school life.	A1	1/D		Knowledge of all expectations, programs, services related to students or knowledge of where information may be obtained.	1.15 Complaints were handled appropriately.
1.16 Type/Wordprocess teacher evaluations, letter of recommendation, notices to parents, general correspondence.	A1	4/D		Knowledge of the wordprocessor and its functions. Ability to type on keyboard.	1.16 Typing/wordprocessing was neat, organized with no errors or omissions.
1.17 Generate various reports from the computer system (list of classes, teacher rosters, class rosters, teacher time table, student time table, etc.)	A1	2/D		Knowledge of Versaterm Attendance modules. Ability to access the same.	1.17 Lists are generated from the computer, were accurate, current and secured with a minimum of time lost in accessing the system.
1.18 Perform other duties assigned by supervisor.	A1				
1.19 Monitor students sent to the office for disciplinary reasons	A1	1/D			1.19 Discipline and order is maintained to the satisfaction of the supervisor.
1.20 Direct office trainee	A1	2/D		Ability to instruct, give directions and evaluate performance objectively.	1.20 Training is conducted to the satisfaction of supervisor.
1.21 Train and provide work direction for OJT students, Mini-cep aides and casual workers	A1			Ability to instruct, give directions and evaluate performance objectively.	1.21 Training is conducted to the satisfactions of supervisor.
2.00 Perform other office duties as assigned.	NA				
2.01 Assume responsibility of the other attendance secretary when absent.	A1	1/A		Knowledge of general routine of the attendance center.	2.01 Fulfilled the duties of the attendance secretary in her absence.
2.02 Acquire homework from teachers for students that are absent.	A1	3/D		Understanding of students schedules and ability to interpret the same. Knowledgeable of Master schedule.	2.02 Parents/students were satisfied with acquisitions of homework.
2.03 Select OJT trainee and student assistants.	A1	2/Q		Scrutinize past attendance and record of trainees. Interpret skills/abilities of the student trainees and assistants.	2.03 Selected office assistants.
2.04 Maintain confidentiality.	A1	100/Y			2.04 Confidentiality maintained 100% of time.

ASST PRINCIPAL

REGULAR ROUTINE DUTIES

List of Things to Accomplish in Major Job function

BAND/
GRADE

% OF
TIME

WC

NECESSARY SKILLS
KNOWLEDGE, ABILITIES
What You Have to Know to
Accomplish Duty or Function

PERFORMANCE STANDARDS
How Will You Know the Job is Done?

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

1.07 Process notices of suspension in accordance with the Pupil Fair Dismissal Act.	A1	3/D		Knowledge of school policies on providing parental notice.	1.07 Parents were notified in a timely fashion for all student suspensions.
1.08 Obtain proper parental notification of student absence.	A1	2/D		Knowledge of the expectations for parental documentation of student absences.	1.08 Proper parental notification was received in a timely manner.
1.09 Type or wordprocess student recommendations and correspondence.	A1	1/D		Knowledge of wordprocessor and its functions.	1.09 Correspondence was neat, well organized and accurate with virtually no errors or omissions.
1.10 Answer phone calls and direct inquiries to appropriate persons as requested by caller.	A1	4/D		Ability to respond in a friendly businesslike manner. Knowledgeable of all building personnel and the Master Schedule	1.10 A minimum of complaints from parents and patrons on telephone etiquette or demeanor were recorded.
1.11 Communicate with parents, patrons & public.	A1	3/D		Present friendly, businesslike appearance to all parents & patrons.	1.11 Parents and patrons were treated in a cordial manner.
1.12 Determines interactions and makes referrals to staff, students, parents and other persons entering the office. 1. Relay school information to a variety of publics when directed. a. Provide information to: 1) Administrative Office 2) Other school districts 3) State Dept. of Ed. 4) Social Services 5) Mental Health Center 6) PATH 7) Police Department 8) Probation 9) Truancy Officers 10) Sheriff's Department	A1	10/D		District Policies	1.12 No more than six complaints are received in each school year.
1.13 Utilization of Telephone 1. Receive and direct calls. 2. Determine who gets the call and when to deliver the message 3. Route calls to other offices in the district and classroom.	A1	10/D		Knowledge of: Proper telephone etiquette. Skills in human relations. Remain calm in an emergency. Ability to communicate effectively with principal and public.	1.13 No more than six complaints are received in each school year.

HIGH SCHOOL SECRETARY

POSITION TITLE **TO ASST PRINCIPAL** PAGE 4 OF 5 PAGES

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
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2.05 Provide ^{NON} supervisory direction to office trainees.	A1	5/D		Assign tasks as a result of knowledge to all office responsibilities. Correct students when work is not acceptable.	2.05 Provided training to the satisfaction of the supervisor.
2.06 Facilitate the correspondence and movement of students as requested by teachers, counselors, nurse or Assistant Principal.	A1	3/D		Knowledge of rooms, phone numbers and schedule of personnel.	2.06 Students moved about the facility in a timely fashion. Loitering was minimized.
2.07 Monitor students assigned to the office when the assistant principal is absent from the office.	A1	3/D		Remind students of general and specific expectations of behavior. Appear directive in maintaining order. Maintain a professional demeanor.	2.07 The Attendance Center maintained a controlled, businesslike atmosphere when the assistant principal was absent.
2.08 Process and deliver personal correspondence to students from parents/guardians.	A1	3/D		Knowledge of student's regular schedule and class patterns.	2.08 Messages, announcements and correspondence were delivered in a timely fashion.
3.00 Scheduling duties as assigned.	A1				
3.01 Assist with student course changes and corrections to schedules.	A1	5/W		Knowledge of student curriculum and scheduling procedures.	3.01 Student schedules were correct.
3.02 Review all students schedules for the proper sequencing of classes	A1	10/A		Knowledge of pre-requisites and co-requisites of the curriculum.	3.02 Student schedules were sequenced properly.
3.03 Assist in scheduling process of students	A1	10/A		Knowledge of Versaterm scheduling	3.03 Scheduling tasks assigned by the assisant principal were completed.
4.00 Perform general office duties	A1				
4.01 Type for assistant principal as assigned.	A1	1/D		School district policy and general procedures.	4.01 Typed material is done with 95% accuracy.
4.02 Prepare letters, memos, correspondence, reports and other materials. 1. Edit 2. Type	A1	5/D		Record keeping techniques.	4.02 Typed material is done with 95% accuracy.
4.03 Mail 1. Prepare outgoing mail.	A1	2/D			4.03 When handling, receiving and sending of mail is done to the satisfaction of supervisor.

HIGH SCHOOL SECRETARY TO

POSITION TITLE ASSISTANT PRINCIPAL PAGE 5 OF 5 PAGES

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<p>4.04 Transfer students</p> <ol style="list-style-type: none"> 1. Prepare transcripts for mailing 2. Update district computer records 3. Revise building records 4. Request, record and file records from previous school 	A1	1/W		Ability to perform under tension, stressful situations and constant interruptions. Ability to cope and deal with various problems and personalities	4.04 When the handling, receiving and sending of student records is done with accuracy.
<p>4.05 Initiate and maintain files</p> <ol style="list-style-type: none"> 1. General Office 2. Student personnel 3. Staff personnel 4. Permanent record 5. Cumulative record 6. Attendance 7. Catalog 	A1	10/W		Maintain accurate records	4.05 Filed material is available upon request.
<p>4.06 Supervise office procedures</p> <ol style="list-style-type: none"> 1. Maintain neat and orderly office 	A1	10/D		Ability to communicate effectively with assistant principal, staff, students, parents and public.	4.06 The office functions to the satisfaction of the supervisor.
<p>4.07 Operate all office machines</p> <ol style="list-style-type: none"> 1. Typewriter 2. Calculator 3. Xerox 4. Computer 5. Intercom 6. Radio-telephone 	A1	1/D		Operate and maintain office machines.	4.07 Operation of office machines is accomplished to the satisfaction of the supervisor.
<p>5.00 Maintain required records and reports</p>	A1				
<p>5.01 Attendance records</p> <ol style="list-style-type: none"> 1. Record absence and tardy daily. 2. Compile quarterly attendance <ol style="list-style-type: none"> a. Record on scan sheets b. Re-check when returned from business office. 	A1	5/D			5.01 Reports are maintained within guidelines established.
<p>5.02 Check and submit time sheets for OJT</p>	A1	1/D		Knowledge of district	5.02 Time sheets are submitted within guidelines established.
<p>6.00 Perform other duties as assigned by supervisor.</p>	A1				