



REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of 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					
2.00 PREPARE REQUIRED REPORTS				Skills: 1. Type 65 WPM. 2. File 3. Operate office equipment.	
2.01 Collect and prepare data for the Impact Aid Report.	B	A			2.01 Report is correct and sent to district office within established deadline.
2.02 Collect and prepare data for the Nonlicensed School Staff Report.	B	A			2.02 Report is correct and sent to district office within established deadline.
2.03 Prepare data for the North Central Association Report.	B	A			2.03 Report is correct and sent within established deadline.
2.04 Prepare data for the Personnel Licensing Report.	B	A			2.04 Report is correct and sent to district office within established deadline.
3.00 MANAGE STUDENT RECORD PROCESS					
3.01 Maintain student permanent record card.	A	D			3.01 Student records are orderly and accurate.
3.02 Tabulate credit check on all students.	A	Q			3.02 Tabulation check is accurate on all students.
3.03 Prepare data for report cards and distribute to students.	A	Q			3.03 Report cards are accurate and distributed within established deadlines.
3.04 Manage the graduation process: diplomas, correspondence and ceremony.	A	Q			3.04 Proper procedures were followed and all items were handled in a timely manner.
3.05 Collect data for Mid-Quarter Deficiency Reports and Failure Reports and disseminate to parents.	A	Q			3.05 Data was collected and disseminated in a timely manner.
3.06 Manage collection of student fines.	A	D			3.06 Fine record accurate and up-to-date.
3.07 Verify Good Student Discount forms and Social Security forms.	A	D			3.07 Forms completed accurately.
4.00 RESPONSIBLE FOR COLLECTING, ORGANIZING AND PREPARING DATA FOR BROCHURES, MANUALS AND PROGRAMS		A			
4.01 Layout and prepare student handbook.	B				4.01 Student handbook was accurate and completed in a timely manner.
4.02 Layout and prepare faculty manual.	B				4.02 Faculty manual was accurate and completed in a timely manner.
4.03 Collect, organize and prepare data for Academic Awards Ceremony, Awards Night and Graduation Ceremony.	B				4.03 All data for ceremonies were accurate and complete.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of 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					
4.04 Compile and prepare all information for registration process.	B				4.04 Registration information was accurate and completed in a timely manner.
5.00 MANAGE AND ASSIST WITH PERSONNEL FUNCTIONS OF HIGH SCHOOL STAFF		D15			
5.01 Edit, prepare and disseminate staff information.	A				5.01 Staff information was prepared accurately and disseminated on time.
5.02 Inventory and order high school supplies.	A				5.02 Inventory is up-to-date and distributed properly.
5.03 Inventory and distribute keys in the high school.	A				5.03 Key inventory is up-to-date and distributed to appropriate staff.
5.04 Collect and prepare student grades from staff.	A				5.04 Collection of grades is accurate and completed in a timely manner.
5.05 Prepare and disseminate opening day and last day packets for staff.	A				5.05 Packets are accurate and distributed in a timely manner.
5.06 Maintain the inventory of district forms and disseminate them to staff.	A				5.06 Inventory of forms is maintained.
5.07 Edit and prepare staff evaluation forms.	A				5.07 Evaluation forms completed with accuracy and in a timely manner.
5.08 Attend department chair meetings, draft and compose minutes from meetings.	A				5.08 Minutes are composed accurately and disseminated in a timely manner.
5.09 Responsible for internal communications regarding school rules, procedures and assignment of clerical staff.	A				5.09 Internal communications are handled in an efficient manner.
6.00 MANAGE AND MAINTAIN STUDENT RECORDS ON SKYWARD SYSTEM					
6.01 Process student grades on Skyward.	B				6.01 Student grades are processed accurately.
6.02 Maintain student transcripts on Skyward.	B				6.02 Student transcripts are accurate and up-to-date.
6.03 Maintain accurate GPA and Ranking Reports on all high school students on Skyward.	B				6.03 GPA reports are accurate and up-to-date.
6.04 Tabulate credits for students on Skyward.	B				6.04 Tabulation check on students is accurate and completed in a timely manner.
6.05 Maintain all AEC and BSU credits on Skyward.	B				6.05 AEC and BSU credits are transferred accurately and in a timely manner.
6.06 Prepare student report cards on Skyward.	B				6.06 Report cards are accurate.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of 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					
6.07 Communicate with Skyward district contact person to maintain accurate function of student records.	B				6.07 Function of Skyward for high school is accurate and maintained properly.
6.08 Help staff members with Skyward procedure.	B				6.08 Staff members were helped with Skyward problems in an appropriate manner.