

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE: September - 1986
 LAST REVISION DATE: October 2008
 BAND & GRADE: B-2-2-5

POSITION TITLE: Secretary to the Middle School Principal

IMMEDIATE SUPERVISOR: Middle School Principal

Job Summary (Basic Purpose of Position)

To provide secretarial and clerical assistance to the Middle School Principal and staff. Facilitates record keeping and the maintenance of records and information to ensure compliance with District policies and procedures.

 SUPERVISOR

 EMPLOYEE

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

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					
1.0 PERFORM SECRETARIAL DUTIES: 1.01 Answer telephone calls and distribute messages as needed. 1.02 Accommodate office visitors. 1.03 Develop and maintain files. 1.04 Compose and edit correspondence. 1.05 Assign and maintain staff mailboxes. 1.06 Fax documents as needed. 1.07 Provide training and direction for OJT/Interns from BHS programs. 1.08 Create and mail letters to parents requesting completion of permission slips when necessary for classes or programs. 1.09 Order and maintain office supply inventories as needed.		5%		KNOWLEDGE OF: 1. District policies and procedures. 2. Building policies and procedures. 3. Understanding of the District student management system. 4. Inventory and supply usage. 5. Record retention policies. 6. Grade point averaging. 7. District e-mail system. 8. Bulk mailing	1.01 Phones are answered/messages delivered in a timely manner. 1.02 Assistance is provided for visitors in a friendly and timely manner. 1.03 Files are maintained and organized. 1.04 Correspondence is composed/edited in an efficient manner. 1.05 Mailboxes are assigned and maintained. 1.06 Documents are faxed as needed. 1.07 OJT/interns are trained and provided necessary direction. 1.08 Letters and permission slips were sent home as needed in a timely

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<p>1.10 Maintain telephone system. 1.11 Maintain and operate copy machines. 1.12 Maintain and update electronic files.</p> <p>2.0 MAINTENANCE OF STUDENT RECORDS:</p> <p>2.01 Organize grade input and send out progress reports and report cards to parents/guardians. 2.02 Provide student data as requested by various authorized agencies and schools requesting transfer records in accordance with data privacy regulations. 2.03 Maintain electronic student records. 2.04 Maintain accurate GPA information for all students. 2.05 Maintain and update the master schedule. 2.06 Compile quarterly class lists and distribute to faculty. 2.07 Compile quarterly student schedules and distribute to students. 2.08 Assist staff with electronic records procedures. 2.09 Assist staff with the grading and attendance programs.</p> <p>3.0 STAFF & STUDENT SCHEDULES:</p> <p>3.01 Compile and prepare student and staff information for annual registration process.</p>				<p>procedures. 9. District forms. 10. Word processing. 11. Data retrieval for reports. 12. Personal computers and software applications. 13. District accounting program. 14. Bookkeeping. 15. Extra-curricular fees and policies 16. Substitute staffing procedures.</p> <p>SKILL IN:</p> <ol style="list-style-type: none"> 1. Typing. 2. Bookkeeping. 3. Filing 4. Organizing. 5. Operating office equipment. 6. Telephone and public relations etiquette. 7. Writing. 8. Training. <p>ABILITY TO:</p> <ol style="list-style-type: none"> 1. Maintain confidentiality. 2. Communicate effectively. 3. Manage time/work priorities. 4. Maintain accurate 	<p>manner. 1.09 Office supplies are ordered and inventory maintained and organized. 1.10 The telephone system is programmed correctly and support requested in a timely manner when needed. 1.11 Copy machines are maintained and service requested when needed. 1.12 Files are accessible and updated.</p> <p>2.01 Grades are entered, mid-quarter reports and report cards are printed and sent out in a timely manner. 2.02 Student data is released in accordance with privacy procedures and policies. 2.03 Student records are complete and accurate. 2.04 Grade point average records are accurate and current. 2.05 Master schedule is maintained. 2.06 Class lists are distributed to teacher quarterly. 2.07 Schedules are distributed to students quarterly. 2.08 Student information system is accurate and maintained properly. 2.09 Staff members were helped with electronic record problems as needed. 2.10 Assistance is provided as needed.</p> <p>3.01 Registration forms are ready for the students and parents to complete.</p>
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<p>3.02 Enter class schedules on student management system.</p> <p>3.03 Enter all required and elective classes for each student.</p> <p>3.04 Create and mail student information (pod assignment, locker assignment/combination, schedule, etc) to parents/guardians.</p> <p>4.0 ORGANIZE & PREPARE DATA FOR BROCHURES, MANUALS, NEWSLETTERS, ETC.</p> <p>4.01 Develop layout, edit and prepare student and staff handbooks.</p> <p>4.02 Compile and organize BMS newsletter.</p> <p>4.03 Develop layout, edit and prepare brochures as needed.</p> <p>5.0 PREPARE REQUIRED REPORTS</p> <p>5.01 Collect data and prepare federal, state and district reports.</p> <p>6.0 ASSIST BUILDING PRINCIPAL:</p> <p>6.01 Prepare, edit and disseminate staff information.</p> <p>6.02 Prepare, edit and disseminate opening day and last day packets for staff.</p> <p>6.03 Maintain an inventory of district forms and make them available to staff.</p> <p>6.04 Process and maintain staff files and evaluation forms.</p> <p>6.05 Attend meetings and draft/compose minutes for those meetings as requested.</p> <p>6.06 Process and maintain records of staff leave requests, requisitions, and other district forms.</p>				<p>records.</p> <p>5. Plan and organize.</p> <p>6. Work independently.</p> <p>7. Demonstrate consistent and reliable attendance.</p>	<p>3.02 Class schedules are edited or created in time for data entry.</p> <p>3.03 Student schedules are entered and checked for accuracy in a timely manner.</p> <p>3.04 Classes are entered and schedules are checked for accuracy.</p> <p>3.05 Student information was sent in a timely manner.</p> <p>4.01 The student and staff handbooks are updated and distributed annually.</p> <p>4.02 The newsletter is compiled and sent to parents/guardians quarterly.</p> <p>4.03 Brochures are completed efficiently.</p> <p>5.01 Reports are completed efficiently and in a timely manner.</p> <p>6.01 Information is compiled and distributed to staff in a timely manner.</p> <p>6.02 Packets are delivered to staff in a timely manner.</p> <p>6.03 District forms are readily available for staff.</p> <p>6.04 Staff evaluations are processed and maintained in an organized manner.</p> <p>6.05 Minutes are composed and distributed in a timely manner.</p> <p>6.06 Forms are processed and maintained</p>
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<p>6.07 Maintain and process staff timesheets and employment forms.</p> <p>6.08 Maintain and update job descriptions.</p> <p>6.09 Maintain the automated parent communication program and train staff in the use of the system.</p> <p>6.10 Process and maintain building staff records (i.e. e-mail accounts, substitute system PIN, ID badges, etc.)</p> <p>6.11 Manage e-mail directory information.</p> <p>6.12 Organize advertising for parent/teacher conferences, orientation day, back to school/open house, etc.</p> <p>6.13 Monitor the work performed by building secretarial/clerical staff.</p> <p>7.0 MANAGE REVOLVING ACCOUNTS</p> <p>7.01 Prepare and process purchase orders.</p> <p>7.02 Submit paperwork for payment of bills.</p> <p>7.03 Count, record and deposit money received from various fund-raisers.</p> <p>7.04 Record credits and debits in the accounting program.</p> <p>7.05 Create folders for each revolving account and keep balance sheets for each account.</p> <p>7.06 Complete a monthly balance with the District office.</p>					<p>in an organized manner.</p> <p>6.07 Timesheets and employment forms are processed on time.</p> <p>6.08 Job descriptions are updated on a regular basis.</p> <p>6.09 Training is available for the automated parent communication program and student/guardian information is updated on a regular schedule.</p> <p>6.10 Incoming and exiting staff are in/out processed in a timely manner.</p> <p>6.11 E-mail lists are accurate.</p> <p>6.12 Advertising is organized and submitted accurately and on time.</p> <p>6.13 Work is monitored to ensure accuracy and timeliness.</p> <p>7.01 Purchase orders are processed.</p> <p>7.02 Bills are paid in a timely manner.</p> <p>7.03 Money is processed as needed.</p> <p>7.04 Credits and debits are recorded.</p> <p>7.05 Folders are created annually and balance sheets are updated as needed.</p> <p>7.06 Balanced with District Office monthly.</p>
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