

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 1987
LAST REVISION DATE July 2016
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.

Provide general clerical/secretarial assistance and support to a High School Assistant Principal(s) to ensure effective office operations and communications with students, parents/guardians, staff, school district administration and community.

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					
1.00 PROVIDE GENERAL SECRETARIAL/CLERICAL ASSISTANCE				Knowledge of:	
1.01 Greet and screen visitors and calls; determine when incoming calls involve crisis situations (ex: fight/assault, threat) and relay information, calls and messages to appropriate staff.	A1	D 15%		1. High School policies and procedures. 2. District policies and procedures. 3. Student scheduling procedures. 4. High School course catalog.	1.01 All visitors were greeted in a courteous manner and students called to the office as needed.
1.02 Compose and/or edit and type correspondence for Assistant Principals.	A1	W 5%		5. Building and District Crisis Management plan(s). 6. Student management system/software.	1.02 Documents were prepared accurately and in a timely manner.
1.03 Prepare and sort mail.	A1	W 5%		7. Applicable state/federal rules and regulations.	1.03 Mail was prepared and sorted correctly.
1.04 Develop and maintain a variety of general office files.	A1	W 5%		8. Community and student concerns.	1.04 Documents were filed accurately.
1.05 Supervise office procedures and maintain a neat and orderly office.	A1	D 5%		9. Computer technology. 10. Composition of letters and reports.	1.05 Office is neat and orderly.

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1.06 Operate all office machines; such as a calculator, copy machine, computer, intercom, two way radio and telephone.	A1	D 5%		11. Past practices and location of historical information.	1.06 Office equipment is in good working order.
1.07 Maintain required records and reports as directed by Assistant Principal(s).	A1	W 5%		12. Records retention requirements.	1.07 Records and reports maintained as directed.
1.08 Sell parking permits to students throughout the school year; maintain a current list of permits sold; prepare deposits (count cash, prepare deposit slips, send to District Office).	A1	W 10%		13. Correct grammar usage, spelling and punctuation. 14. Proper telephone etiquette. 15. Office routines. 16. Recordkeeping. 17. Database program and trouble-shooting technical difficulties.	1.08 Completed, recorded and filed receipts for all fees.
1.09 Sell Winter Formal/Prom tickets, yearbook/annual, etc; and prepare deposits (count cash, prepare deposit slips, send to District Office).	A1	QTRLY		Ability to: 1. Communicate effectively 2. Work cooperatively. 3. Plan and organize. 4. Manage time. 5. Make decisions.	1.09 Completed, recorded and filed receipts for all fees.
1.10 Schedule appointments and meetings for the Assistant Principal(s) and maintain their schedules on the District's scheduling system.	A1	W 5%		6. Establish positive relationships.	1.10 Assistant Principal's schedule is maintained and up to date.
1.11 Type letters of recommendation for students, notices to parents/guardians, and general correspondence.	A1	M 10%		7. Perform under stressful situations and with frequent interruptions.	1.11 Prepared correspondence accurately and in a timely manner.
1.12 Maintain a variety of electronic documents used by the Assistant Principals for the purpose of providing up to date information on students.	A1	W 5%		8. Resolve problems. 9. Meet deadlines. 10. Maintain confidentiality.	1.12 Maintained electronic documents as directed by Assistant Principal(s)
1.13 Collect, organize and prepare data for student recognition events/activities.	A1	A		11. Operate and maintain office machines. 12. Demonstrate consistent and reliable attendance.	1.13 Prepared information accurately and timely.
1.14 Communicate with students, parents/guardians, patrons and public.	A1	D 10%		Skill in: 1. Typing. 2. Filing. 3. Operation of office	1.14 Accurate information was provided to patrons, staff and students.

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1.15 Determines interactions and makes referrals to staff, students, parents and staff to answer inquiries on various subjects related to high school operations.	A1	W 5%		equipment. 4. Operation of computer hardware and software 5. Organizing. 6. Using time effectively. 7. Maintaining accurate records.	1.15 Accurate information was provided to patrons, staff and students.
1.16 Relay school information to a variety of publics when directed to: 1) Administrative office. 2) Other school districts. 3) Minnesota Department of Education. 4) Social Services. 5) Mental health centers. 6) Guardian ad litem 7) Law Enforcement. 8) Probation. 9) Truancy officers.	A1	W 10%			1.16 Accurate information was provided
1.17 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	D 5%			1.17 Calls were screened and referred to appropriate staff.
1.18 Train and provide work direction for student office intern(s).	A1	QTRLY			1.18 Monitored and directed the work of student interns.
1.19 Make schedule adjustments for next year's student schedules by adding and dropping classes as directed by Assistant Principal.	A1	A			1.19 Student course schedule information was entered accurately and timely.
1.20 Inventory and order office supplies, design forms as needed; and maintain a neat and orderly office, organizing materials so they are easily accessible.	A1	QTRLY			1.20 Maintained an adequate supply of forms and created new forms as directed.

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1.21 Coordinate student and parental inquiries on various subjects related to school life.	A1	W 5%			1.21 Accurate information was provided to patrons, staff and students.
1.22 Generate various lists from the computer system (list of classes, teacher rosters, class rosters, etc.).	A1	W 5%			1.22 Generated accurate lists as requested.
1.23 Serve as secretary to the Lumberjack High School while performing daily duties to Bemidji High School attendance office.	A1	D 5%			1.23 Provided clerical support for Lumberjack High School.
1.24 Facilitate the correspondence and movement of students as requested by teachers, counselors, nurse or Assistant principal.	A1	W 10%			1.24 Provide necessary passes and staff notification for the movement of students during the school day.
1.25 Monitor student behavior in the building office and ensure a professional and positive office environment; and supervise students sent to the office to see an Assistant Principal for disciplinary interventions.	A1	D 15%			1.25 Monitored student behavior.
1.26 Process and deliver personal correspondence to students from parents/guardians.	A1	W 5%			1.26 Delivered correspondence as directed.
2.00 STUDENT ATTENDANCE & DISCIPLINE RECORDS					
2.01 Keep official State of MN records of school attendance.	A1	D 10%			2.1 Maintained accurate student attendance records.
2.02 Arrange for passes for truant or unexcused students and arrange for tardy students to report to the attendance office for consequences (Truancy Referral Forms).	A1	D 5%			2.2 Prepare and/or obtain appropriate passes for students.
2.03 Answer phone and process student "permits to	A1	D 5%			2.3 Process appropriate admit and permit

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leave" and "admits" to class.					to leave passes.
2.04 Process a daily absence list.	A1	D 5%			2.4 Prepare daily absence lists for Assistant Principal(s)
2.05 Maintain student files regarding attendance and discipline and create and maintain individual student files to retain documentation of parent/guardian notes and telephone calls.	A1	W 5%			2.5 Maintain accurate and up to date student discipline and attendance files.
2.06 Communicate with students, parents/guardians and staff to answer inquiries on various subjects related to school operations.	A1	D 5%			2.6 Provided timely and accurate information.
2.07 Contact parents/guardians when a student needs to be sent home for disciplinary reasons.	A1	M 5%			2.7 Contact parent/guardian as directed by Assistant Principal(s).
2.08 Maintain accurate daily lunch detention list.	A1	W 5%			2.8 Prepare accurate and timely lunch detention list(s).
2.09 Maintain in-school-suspension lists and supervise students in various offices and student support rooms when sent out of class for discipline issues.	A1	D 5%			2.9 Prepare accurate and timely in-school-suspension list(s).
2.10 Type truancy documents, prepare reports on truant students, monitor truant behavior and submit to the county as directed by Assistant Principal(s).	A1	M 20%			2.10 Prepare truancy documents and reports as directed by Assistant Principal(s).
2.11 Prepare weekly attendance letters to be mailed home to parents/guardians as directed by Assistant Principal(s).	A1	W 5%			2.11 Prepare parent/guardian notifications in a timely manner.
2.12 Assume responsibility of the other attendance	A1	M 5%			2.12 Assumed duties of other attendance

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secretary when absent.					secretary as needed/directed.
2.13 Acquire homework from teachers for students that are absent.	A1	M 10%			2.13 Obtained daily/weekly homework assignments for absent students.
2.14 Maintain confidentiality.	A1	D 5%			2.14 Maintain confidentiality at all times.
2.15 Process notices of suspension in accordance with the Pupil Fair Dismissal Act as directed by Assistant Principal(s).	A1	W 5%			2.15 Prepared notices of suspension as directed by Assistant Principal(s).
3.00 ASSIST WITH STUDENT CLASS SCHEDULING					
3.01 Assist with student course changes and corrections to schedule.	A1	QTRLY			3.1 Course changes/schedule corrections were documented and appropriate staff notified.
3.02 Review all student schedules for the proper sequencing of classes.	A1	QTRLY			3.2 Student schedules were reviewed to ensure proper course sequence was followed.
4.0 Other duties as assigned.					
4.01 Performs other duties as assigned by designated supervisory staff	A1				4.1 Duties assigned will be completed to the satisfaction of the supervisor.