

## **Secretary to Assistant Principal, Student Services**

Work year: 12-Month Position

Reports to: Assistant Principal

**Qualifications:** Applicant should have a high school diploma or GED certificate with a minimum of one year of clerical experience, preferably in a school setting.

### **Proficiency in Office Equipment and Computer Programs:**

Microsoft Office Suite

Student Management System (SMS)

Copy/Fax machine

Multi-line telephone

Financial Software used by district

### **Responsibilities and Duties:**

1. Type letters, memoranda, reports, forms and invoices as required.
2. Type and make copies of teacher evaluations.
3. Receive department telephone calls, process incoming mail as directed.
4. Receive and take messages for Assistant Principal and Principal (at times).
5. Handle all activity event information calls. Answer routine inquiries and route technical inquiries to the proper person.
6. Responsible for all facets of transportation except athletics
  - a. Maintain bus schedule and handle all calls concerning student transportation.
  - b. Tag all students for proper bus route, maintain and update report as needed.
  - c. Responsible for assisting with registration specifically related to transportation.
  - d. Prepare and distribute all materials related to activities and transportation.
  - e. Arrange for transportation for clubs to events and 8<sup>th</sup> grade testing.
7. Maintain a file of all activity sponsors, field trips, and fund raisers.
8. Process, monitor and finalize all purchase orders.
9. Maintain calendar and make appointments.
10. Maintain a school activity event calendar.
11. Prepare yearly activity handbook and update as needed.
12. Semi-annually prepare time sheets for activity sponsors' pay (stipends), collect, and file all required paperwork from each activity/club sponsor.
13. Prepare activity sponsor information for 8<sup>th</sup> Grade Open House and assist in setup.
14. Update Student Handbook information and coordinate printing and distributing.

### **Rentals/Facility Usage:**

15. Receive and enter into computer all facility use for activity or rental requests.
  - a. Secure application and deposit from renter.
  - b. Submit to Assistant Principal for approval if facility and date is available.
  - c. Submit application to district office to process contract and get final approval.
  - d. Disseminate facility usage agreement to all appropriate parties.
  - e. Maintain calendar for each building facility.
16. Maintain accurate records of dates and times on file for all rentals/activities along with the number assigned to the event for easy checking.

### **Receipts/Disbursements:**

17. Establish, maintain and revise the files in areas of assigned responsibilities.
  - a. Involves keeping a monthly record of all deposits entered and processed.
  - b. Keep record of bill forms processed as checks (both computer run and manual).
  - c. Make changes or corrections in the activity accounts (as needed).
18. Complete a monthly reconciliation from bank statement. Forward a copy to District Office.
19. Organize electronic correspondence of end of month statements to sponsors for all activities.
20. Prepare all checks upon approval of signed bill forms.
21. Prepare and process all deposits and withdrawals of activity accounts.
22. Prepare all NSF checks, deduct from account and notify sponsor.
23. Keep accurate journal entries and financial records for monthly and yearly audits.
24. Keep monthly record of all CD and NOW interest earned throughout the year.
25. Maintain scholarship accounts.
26. Maintain expulsion hearing files.
27. Assist with district-wide registration.
28. Other duties as assigned.

**Security**

29. Maintain updated security personnel information.
30. Create a monthly blank security schedule.
31. Check daily sign-in sheets for call-offs, and provide coverage as needed.

**Trail Only:**

Payroll

- a. Collect/forward payroll of extra duty assignment for each pay period to Payroll department. Audit each timesheet for correct dates and errors.
- b. Process payroll for security staff for each pay period and forward to Payroll department.

**Bloom Only:**

- a. Distribute hall passes to Administrators for their department use.