

Secretary to the Principal of Alternative

Work Year: 12-Month Position
Reports to: 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:

Student Management System
Google Suite and Microsoft
Copy/Fax machine
Multi-line telephone
Financial Software used by district

Responsibilities and Duties:

1. Screen telephone calls, visitors and mail.
2. Maintain appointment calendars including IEP meeting calendar. Schedule IEP and Eligibility meetings. Create a Google calendar invitation and send it to all participants, including a translator if needed.
3. Type reports, forms, memos, minutes, and correspondence, including invitations to IEP meetings, and file same. Craft hard copy of Notification of Conference, mail hard copy to parent, and file copy in student file.
4. Distribute correspondence, including invitations to IEP meetings, and materials from the Principal's desk.
5. Record teacher/staff absences/late arrivals and arrange substitutes as needed including IEP meetings and subs for paraprofessionals.
6. Responsible for substitute teachers and paraprofessionals as far as checking in, completing pay sheets, and keys are returned when checking out at the end of the day.
7. Give out various forms, emergency, professional, personal, and field trips when asked.
8. Type list of teachers on evaluation each year; send letters to staff; check-in evaluations; send original to Central office and file copy.
9. Type, collate and mail student, faculty, and staff letters throughout the year including quarterly student progress reports.
10. Prepare materials regarding opening of school for faculty and paraprofessionals.
11. Help with bulk mailings when needed.
12. Distribute and collect keys for teachers, paraprofessionals and secretaries.
13. Order supplies, process payment, and monitor expenditures.
14. Print and forward FACTS forms to District Special Education Secretary after each IEP meeting.
15. Student Management System
 - Makes corrections to attendance when necessary.
 - Upload all incoming 9th grade and transfer IEPs into the Student Management System. Create freshman and transfer-in student files.

- Enter all demographic information for incoming 9th grade and transfer students into the Special Education Student Management System.
 - Pull reports from Student Management System for Alternative Principal and Alternative staff.
 - Mail letter and call identified past Alternative students for Indicator 14 compliance.
16. Transfer students in/out of the Alternative school. For students transferring to another district, make copies of IEP, MDC forms, current grades, class schedule, and complete State transfer forms. Send the file to the student's home school.
 17. Organize and maintain active students' files.
 18. Update Student Handbook information and coordinate printing and distributing.
 19. Return all files for graduated students and transfer students to home school. .
 20. Share transportation list/issues with the Director of Transportation as outlined in district process for Special Education.
 21. Responsible for securing a teacher for homebound services. Maintain accurate records for yearly reports.
 22. Provide requested information from governmental/social service agencies as needed.
 23. Share summer school/grade point changes for student classes with building registrar.
 24. Call in or email the cafeteria with daily lunch orders for all students.
 25. Act as an informational link between parents and Alternative staff.
 26. Assist with district wide registration.
 27. Assist with school wide testing.
 28. Other duties as assigned.