

Position: Secretary to Assistant Principal

Term: 10 Months

Classification: Classified/Non-exempt

Location: East Middle School

Qualifications: High school diploma or equivalent and additional business/secretarial courses; Such alternative to the above qualifications as the Board may find acceptable;

Supervisory: No

Reports to: Assistant Principal

The Assistant Principal's Secretary is responsible for performing office tasks to provide support to the school's assistant principal, teachers and students.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions:

- Student Concerns:
 - Registrar- new enrollments and student cum records
 - Inputs student information in IC and maintains those records
 - Maintains and updates student yellow cards
 - Meets with parents and determines guardianship issues
 - Records Request
 - Purges cumulative files at end of year
 - ISS- notifies teachers for assignments
 - Enters Discipline Referrals
 - Mails parents all student discipline letters
 - Homework Assignment Sheets
 - Grade Card and Teacher Verification Sheets
 - Mails Grade Cards
 - Enter and correct grades
 - Print Transcripts
 - Acuity Scan Sheets

- Supervise students waiting to see Principal with discipline referrals
- Determine and record all fees for lost and damaged books
- Complete nurse duties when nurse is not present
- Coordinate with ISD teacher to get all students assigned to ISD to the classroom
- Assist Assistant Principal with ASD lists
- Office Procedures:
 - Keep track of confiscated items
 - Answers phone
 - Answer building intercom
 - Greet Visitors
 - Help other secretaries preparing all mass mailings for school
 - Duplicate materials as needed
 - Shopping for school when necessary
 - Write attendance admit slips
 - Counter duties
 - Maintain records as requested by Administration
 - Club/Guided Study Skills schedule
 - End of Year Duties:
 - Pack all end of year student files and store
 - Purge all 8th grade files to be sent to JHS
 - Edit and order all first of year forms and handbooks
 - Any other duties may be assigned by Assistant Principal when deemed necessary

Physical Demands

While performing the duties of this job, the employee is regularly required to walk, talk, and hear. The employee frequently is required to stand or sit. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.