

JOB DESCRIPTION

TITLE SECRETARY / ASSISTANT PRINCIPAL,
CURRICULUM AND INSTRUCTION

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or general education degree (GED) and one to two years related experience and/or training; or equivalent combination of education and experience. Basic computer skills required.
Language Skills	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to parents or to employees of the organization.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is required to walk; reach with hands and arms; and talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate.

REPORTS TO Assistant Principal, Curriculum & Instruction

GENERAL RESPONSIBILITIES

1. Provides secretarial and clerical services to the Assistant Principal for Curriculum & Instruction and his/her staff.

SPECIFIC RESPONSIBILITIES

1. Serves as receptionist by screening calls, taking messages, scheduling appointments and assisting parents.
2. Types routine correspondence, lists, evaluations, and runs computer reports for the Assistant Principal.
3. Maintains a working knowledge of TERMS, Microsoft Office, GroupWise and various other computer programs.
4. Maintains textbook inventory, orders new textbooks as necessary and sorts and distributes all new textbooks.
5. Maintains all general files for the department.
6. Assists with FTE, student schedules, master schedules and distribution of report cards.
7. Assists with training of aides and volunteers.
8. Assists with homebound instruction records and procedures.
9. Maintains records and serves as liaison for the Florida High School and Edison Community College – Dual Enrollment programs.
10. Assists with academic and graduation programs.
11. Assists with obtaining and orienting substitutes for teacher absences.
12. Performs such other duties as assigned.