

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, Discipline & Attendance

GENERAL RESPONSIBILITIES

1. Provides secretarial and clerical services to the Assistant Principal, Discipline & Attendance and his/her staff.

SPECIFIC RESPONSIBILITIES

1. Serves as receptionist by screening calls, taking messages, and assisting parents with attendance problems, inquiries and student discipline records.
2. Maintains files and correspondence pertinent to the Assistant Principal.
3. Maintains a working knowledge of TERMS, Microsoft Office, GroupWise and various other computer programs.
4. Compiles and maintains documents such as the student handbook, faculty handbook, emergency management plan and crisis plan.
5. Helps in the school clinic when the nurse is not in by dispensing band-aids, ice, calling parents, etc.
6. Dispenses student prescription medications daily and keeps an accurate log. Advises parents of the need for refills when the nurse is not in.
7. Provides supervision and evaluation of student office aides.
8. Types routine correspondence, lists, evaluations, expulsion packets, CTAS evaluations, etc. and runs computer reports for Assistant Principal.
9. Monitors, maintains and updates student discipline records and attendance records.
10. Enters student discipline information into student TERMS.
11. Coordinates acquisition requests and inventory for all office supplies, clinic supplies and computer supplies for department.
12. Coordinates student locker assignments.
13. Performs other duties as assigned.