

Franklin Pierce Schools
Job Description

POSITION TITLE: HIGH SCHOOL ASSISTANT PRINCIPAL SECRETARY

JOB SUMMARY: The High School Assistant Principal Secretary is responsible for assisting the assistant principal and office manager; responds to inquiries from students, staff and public; maintains files and records; prepares and distributes documents; inputs data into computer system; compiles data for documentation; supervises students.

ESSENTIAL JOB FUNCTIONS:

Assists assistant principals and office manager, as required.

Responds to inquiries from district staff, students, parents, and the public to provide information and/or refer to appropriate parties.

Maintains files and records (e.g. student discipline, etc.) to provide current and timely information.

Prepares, distributes, and files documents (e.g. correspondence, student discipline slips, etc.) to provide information to district staff, students, parents, and the public.

Compiles discipline data to provide documentation and information for district staff, students, parents, and the public.

Inputs data into computer systems and runs reports (e.g. student discipline, etc.) to ensure timely and accurate information is available.

Supervises students requiring monitoring for disciplinary reasons or principal visits.

Assists other school staff as necessary to complete assigned tasks.

Schedules meetings, events, calendars, activities, events, etc., for building administrators and the school.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Possesses a high school diploma or equivalent, required.
- Two years secretarial experience in a school setting, preferred.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Skills to

- operate standard office equipment, including computer
- use proper grammar, spelling and English in both oral and written communications
- read and interpret specific rules and laws, and apply them with good judgment

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES, Continued

Knowledge of

- word processing, spreadsheet and database software
- general clerical procedures
- operation of standard office equipment, including a computer
- district and state policies and procedures

Ability to

- handle confidential matters and information in a professional manner
- work in an atmosphere where interruptions occur frequently and priorities are often modified

SPECIALIZED PERFORMANCE RESPONSIBILITIES:

- Must be comfortable with technology and learning new computer skills
- Must be able to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution
- Must maintain a positive, productive, and cooperative working relationship with all district staff
- Must demonstrate a sincere interest in representing the school and the District in a positive and professional manner, both in person and by phone
- Must be willing to upgrade skills as requested and required

REPORTING RELATIONSHIP: Reports to the Assistant Principal

April 2000

Revised August 2007

Revised December 2008

February 2017