

## CAPE ELIZABETH SCHOOL DEPARTMENT

### Job Description

**TITLE:** Administrative Support to High School Assistant Principal

#### **QUALIFICATIONS:**

1. **Education/Certification:** Associate degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:**
  - a. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.
  - b. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
  - c. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
  - d. Demonstrated computer skills.
  - e. Must be team oriented with excellent interpersonal and communication skills.
  - f. Must be willing to participate in ongoing in-service training as requested.
  - g. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

**REPORTS TO:** High School Assistant Principal and Principal.

**JOB GOAL:** To assist the Assistant Principal with tasks necessary for the efficient operation of the school.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Provides administrative secretarial support.
2. Contact parents daily in regards to attendance issues.
3. Prepares all requested attendance reports for the Assistant Principal.
4. Assist in preparing letters and memos for the Assistant Principal.
5. Contact students required to meet with the Assistant Principal.
6. Record and schedule detention for tardy students.
7. Monitor the daily attendance using PowerSchool.
8. Assign and monitor locker distribution.
9. Maintain student obligation list.
10. Distribute and maintain the inventory of school supplies.

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11. Shares summer office coverage as scheduled.
12. Assist Principal's Secretary with tasks to extent time permits and school needs require.
13. Performs other duties as assigned by the Assistant Principal and Principal.

**EQUIPMENT USED:**

Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

**WORKING CONDITIONS:**

**Mental Demands:** calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

**Physical Demands:** sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

**Environmental Conditions:** inside, working around moving objects, working alone

**TERMS OF EMPLOYMENT:**

Salary and work year in accordance with negotiated collective bargaining agreement.

**EVALUATION:**

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The High School Principal or Assistant Principal will perform the evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

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School Board Approved:

*Draft: November 7, 2006*