

## CAPE ELIZABETH SCHOOL DEPARTMENT

### Job Description

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

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

#### **PERFORMANCE RESPONSIBILITIES:**

1. Provides Principal secretarial support.
2. General accounting of school checking account, student activities account, and school's town budget account.
3. Prepares letters, memos and other correspondence.
4. Maintains office equipment.
5. Prepares documents and organizes administrative functions as they relate to graduation and opening of school.
6. Creates opening day materials for faculty, staff, students and parents.
7. Updates student emergency information as received.
8. General receptionist duties.
9. Assists faculty, parents and students with questions and requests.

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10. Shares summer office coverage as scheduled.
11. Organization and distribution of staff mail, including screening of Principal's mail.
12. Assists Assistant Principal's secretary to extent time permits and needs of school requires.
11. Performs other duties as assigned by the School 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 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 21, 2006*