

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Administrative Support to Middle 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: Middle School Assistant Principal and Principal.

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

PERFORMANCE RESPONSIBILITIES:

1. Provides administrative secretarial support.
2. Make daily calls to parents regarding absenteeism and input daily attendance.
3. Maintain daily notices for students and parents.
4. Provide clerical support to the school nurse.
5. Answer phones and requests for teachers, parents and students.
6. Assist in maintaining administrative records of students and staff.
7. Assist in ordering supplies for staff.
8. Performs clerical duties for Principal and Assistant Principal.
9. Provide help with the maintenance of office equipment.
10. Performs other duties as assigned by the Assistant Principal and Principal.

Job Description
Administrative Support to MS Assistant Principal (continued)

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 the 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 Middle 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.

School Board Approved:

Draft: November 28, 2006