

**CAPE ELIZABETH SCHOOL DEPARTMENT**  
**Job Description**

**TITLE:** Administrative Support to Pond Cove 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:** Pond Cove School Principal.

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

**PERFORMANCE RESPONSIBILITIES:**

1. Provides secretarial support to Administrator (Principal).
2. Enrolls all new students. Handles transfer of students out of the district.
3. Maintains cum files for six grades (K-4 and incoming Kindergarten from January to June) and administrative files.
4. Conducts school tours for new residents and incoming students entering mid-year.
5. Provides support to the budget process.
6. Tracks and records Daily Notes.
7. Maintains school activity accounts.
8. Reports absenteeism of staff via weekly time sheets to Central Office.
9. Answers phones and requests for teachers, parents and students.
10. Greets and assists all people entering the building.

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Administrative Support to Pond Cove Principal (continued)

11. Secures Substitutes for all staff.
12. Orders supplies for staff.
13. Assists teachers, staff and administrators with computer questions.
14. Publishes weekly newsletter to parents.
15. When necessary, acts as liaison between staff, parents, general public and the Principal.
16. Records daily attendance, following up with phone calls to parents, if necessary.
17. Distributes interoffice and general mail.
18. Performs other duties as assigned by the Principal.

**EQUIPMENT USED:**

Computer, printer, calculator, telephone, inter-school intercom, copy machine, fax machine, postage 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 (up to 25 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking and 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 performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Pond Cove Principal will perform the evaluation.

**Note:**

The above job description reflects the general requirements necessary to describe the principal 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*