

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 8/13/1993
LAST REVISION DATE 10/1998
BAND & GRADE B-2-2-5

POSITION TITLE Secretary to the High School Principal

IMMEDIATE SUPERVISOR High School Principal

Job Summary (Basic Purpose of Position)

Provide secretarial and clerical assistance to the High School Principal and the high school staff.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 PERFORM SECRETARIAL DUTIES FOR PRINCIPAL				Knowledge of:	
1.01 Compose and edit correspondence, brochures, agendas, minutes, workshop materials.	A	25D		1. District policies and procedures.	1.01 Correspondence was typed with 95% accuracy and within established deadlines.
1.02 Maintain and develop files for principal. File all correspondence and other related principal functions.	A	2D		2. Applicable state and federal policies.	1.02 Files for correspondence and other functions were kept in a neat, orderly manner so information could be retrieved as needed.
1.03 Answer telephone, take messages and screen calls for principal.	A	5D		3. Community and student concerns.	1.03 Proper telephone etiquette was used and messages were properly distributed.
1.04 Schedule appointments and meetings.	A	D		4. Correct grammar usage.	1.04 Appointments were screened and directed to appropriate offices.
1.05 Greet and screen office visitors.	A	D		5. Correct spelling and punctuation.	1.05 Visitors were screened and directed to appropriate offices.
1.06 Answer questions in absence of principal.	A	10D		6. Composition of letters.	1.06 Questions were answered accurately.
1.07 Collect data, organize, prepare and distribute high school directory.	A	A		7. Past practices.	1.07 High school directory was updated annually and distributed.
1.08 Collect data, organize, prepare and distribute high school staff calling tree.	A	A		8. Computer technology.	1.08 Calling tree was updated annually and distributed.
1.09 Complete special projects as assigned by principal.	N/A	D		9. Record retention.	1.09 Special projects were completed to the satisfaction of the principal.
				10. Office routines.	
				Ability to:	
				1. Communicate with people.	
				2. Plan and organize.	
				3. Manage time.	
				4. Maintain confidentiality.	
				5. Work with statistical information.	
				6. Perform mathematical operations.	

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2.00 PREPARE REQUIRED REPORTS				Skills:	
2.01 Collect and prepare data for the Impact Aid Report.	B	A		1. Type 65 WPM.	2.01 Report is correct and sent to district office within established deadline.
2.02 Collect and prepare data for the Nonlicensed School Staff Report.	B	A		2. File	2.02 Report is correct and sent to district office within established deadline.
2.03 Prepare data for the North Central Association Report.	B	A		3. Operate office equipment.	2.03 Report is correct and sent within established deadline.
2.04 Prepare data for the Personnel Licensing Report.	B	A			2.04 Report is correct and sent to district office within established deadline.
3.00 MANAGE STUDENT RECORD PROCESS					
3.01 Maintain student permanent record card.	A	D			3.01 Student records are orderly and accurate.
3.02 Tabulate credit check on all students.	A	Q			3.02 Tabulation check is accurate on all students.
3.03 Prepare data for report cards and distribute to students.	A	Q			3.03 Report cards are accurate and distributed within established deadlines.
3.04 Manage the graduation process: diplomas, correspondence and ceremony.	A	Q			3.04 Proper procedures were followed and all items were handled in a timely manner.
3.05 Collect data for Mid-Quarter Deficiency Reports and Failure Reports and disseminate to parents.	A	Q			3.05 Data was collected and disseminated in a timely manner.
3.06 Manage collection of student fines.	A	D			3.06 Fine record accurate and up-to-date.
3.07 Verify Good Student Discount forms and Social Security forms.	A	D			3.07 Forms completed accurately.
4.00 RESPONSIBLE FOR COLLECTING, ORGANIZING AND PREPARING DATA FOR BROCHURES, MANUAL AND PROGRAMS		A			
4.01 Layout and prepare student handbook.	B				4.01 Student handbook was accurate and completed in a timely manner.
4.02 Layout and prepare faculty manual.	B				4.02 Faculty manual was accurate and completed in a timely manner.
4.03 Collect, organize and prepare data for Academic Awards Ceremony, Awards Night and Graduation Ceremony.	B				4.03 All data for ceremonies were accurate and complete.
4.04 Compile and prepare all information for registration process.	B				4.04 Registration information was accurate and completed in a timely manner.

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<p>5.00 MANAGE AND ASSIST WITH PERSONNEL FUNCTIONS OF HIGH SCHOOL STAFF</p> <p>5.01 Edit, prepare and disseminate staff information.</p> <p>5.02 Inventory and order high school supplies.</p> <p>5.03 Inventory and distribute keys in the high school.</p> <p>5.04 Collect and prepare student grades from staff.</p> <p>5.05 Prepare and disseminate opening day and last day packets for staff.</p> <p>5.06 Maintain the inventory of district forms and disseminate them to staff.</p> <p>5.07 Edit and prepare staff evaluation forms.</p> <p>5.08 Attend department chair meetings, draft and compose minutes from meetings.</p> <p>5.09 Responsible for internal communications regarding school rules, procedures and assignment of clerical staff.</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>	<p>D15</p>			<p>5.01 Staff information was prepared accurately and disseminated on time.</p> <p>5.02 Inventory is up-to-date and distributed properly.</p> <p>5.03 Key inventory is up-to-date and distributed to appropriate staff.</p> <p>5.04 Collection of grades is accurate and completed in a timely manner.</p> <p>5.05 Packets are accurate and distributed in a timely manner.</p> <p>5.06 Inventory of forms is maintained.</p> <p>5.07 Evaluation forms are completed with accuracy and in a timely manner.</p> <p>5.08 Minutes are composed accurately and disseminated in a timely manner.</p> <p>5.09 Internal communications are handled in an efficient manner.</p>
<p>6.00 MANAGE AND MAINTAIN STUDENT RECORDS ON SKYWARD SYSTEM</p> <p>6.01 Process student grades on Skyward.</p> <p>6.02 Maintain student transcripts on Skyward.</p> <p>6.03 Maintain accurate GPA and Ranking Reports on all high school students on Skyward.</p> <p>6.04 Tabulate credits for students on Skyward.</p> <p>6.05 Maintain all AEC and BSU credits on Skyward.</p> <p>6.06 Prepare student report cards on Skyward.</p> <p>6.07 Communicate with Skyward district contact person to maintain accurate function of student records.</p> <p>6.08 Help staff members with Skyward procedures.</p>	<p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p>				<p>6.01 Student grades are processed accurately.</p> <p>6.02 Student transcripts are accurate and up-to-date.</p> <p>6.03 GPA reports are accurate and up-to-date.</p> <p>6.04 Tabulation check on students is accurate and completed in a timely manner.</p> <p>6.05 AEC and BSU credits are transferred accurately and in a timely manner.</p> <p>6.06 Report cards are accurate.</p> <p>6.07 Function of Skyward for high school is accurate and maintained properly.</p> <p>6.08 Staff members were helped with Skyward problems in an appropriate manner.</p>