



Job Description

Job Title: Secretary II.5 – Assistant Principal **Classification:** Class 13
Schedule: 8 hrs per day, 10 months per year,
About 219 days per year **Department:** Education-High School

SUMMARY

To perform secretarial, clerical and office coordination duties for the Assistant Principal's.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

1. Administrative Duties
 - 1.1. Manage calendars for administrators by adding regularly scheduled meetings, scheduling observations and evaluations, scheduling meetings with outside agencies, parents, students, or staff as needed.
 - 1.2. Proofread, prepare, and print a wide variety of documents, teacher evaluations, letters of recommendation, confidential correspondence.
 - 1.3. Communicate with staff, students and public as needed via phone, email, or text on behalf of administrator.
 - 1.4. Manage and document grant data.
 - 1.5. Sending for students to meet with administrators.
 - 1.6. Support Administrator with projects and interviews.
 - 1.7. Monitor and schedule classified and licensed staff evaluation appointments and deadlines.
 - 1.8. Update Senior SNOTI student information.
 - 1.9. Communicate needs and requests from staff and students
 - 1.10. Open Main Office each morning; aid substitutes. Represent the office by phone and personal contact with students, parents, staff and the community. Provide information, direction and assistance regarding school procedures and policies. Answer and screen phone calls to the appropriate staff members and offices. Maintain and protect the confidentiality of student and staff information.
 - 1.11. Create and distribute the Daily Bulletin. Coordinate and monitor intercom announcements for the South building.
 - 1.12. Assist with general office duties such as distributing mail and pony deliveries, schedule room use and respond to teacher/staff requests.
 - 1.13. Coordinate radio communication. Relay/receive messages, respond/act accordingly.
 - 1.14. Train, manage and oversee office assistants. Create assignments; submit grades for progress reports and final grades in Synergy.
 - 1.15. Scan/distribute Incident reports, Transportation requests etc. to appropriate staff.
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- 1.16. Monitor students sent to the office for behavioral reasons. Provide referrals when needed; distribute to appropriate Administrator or Dean. Maintain custodial parent list, including restraining orders.
 - 1.17. Order supplies and request service for all Ricoh printers.
 - 1.18. Run various reports from Synergy for staff requests, i.e. student birthday list for blood drives, student locator lists by classroom, student lists by grades.
 - 1.19. Monitor, order, organize, distribute, and collect keys for all buildings within the high school complex. Check policy exceptions with the administrator in charge of building maintenance. Keep updated inventory on Google docs.
 - 1.20. Assist School Nurse with checking in and dispersing medication. Respond to student inquiries and problems at the counter. Attend to students who are ill and provide first aid assistance as needed. Contact parents to advise. Maintain medical alert list.
 - 1.21. Help organize, process and communicate contact tracing and testing related to the Covid-19 pandemic.
 - 1.22. Support and assist Grad Mentors with their student caseloads.
 - 1.23. Assist with registration, back to school night, conferences, and opening/closing procedures during the school year.
2. Attendance
 - 2.1. Process referrals, suspension and expulsions, update Minor and Master detention list, update Activity/Trespass list.
 - 2.2. Complete ASSA slips for students, upload checklist and discipline contracts.
 - 2.3. Update forms as needed
3. Assist Substitutes with Assignments
 - 3.1. Prepare substitute schedules, keys, and badges, print lesson plans and attendance, and communicate any information needed for special schedules and activities to substitute teachers.
 - 3.2. Greet substitutes and help direct them to their assignments. Ensure substitute is knowledgeable regarding school policies and procedures and potential emergency situations and responses.
 - 3.3. Be prepared to fill emergency coverage needs with other teachers within the building. When a period coverage is needed enter absence in the system as well as the substitute coverage time. Create a record as well in a PR-5 form that is sent to payroll to document job #, types of leave used, classes covered, etc.
 - 3.4. Facilitate in the creation and coverage needed when a request for a long-term leave arises.
 - 3.5. Assist staff/administration with various questions they have on general high school procedures; leave of absence forms, work orders, purchase requisitions, PR4 Forms, tuition reimbursement forms etc.
 - 3.6. Assist with Outside Agencies within the High school. Assist their staff with learning our policies/procedures.
4. Graduation
 - 4.1. Maintain student Synergy and Filemaker SNOTI caseloads and files
 - 4.2. Maintain student SNOTI Intervention Tracker and on Google Calendar
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- 4.3. Schedule and track student interventions
- 4.4. Generate student specific reports
- 4.5. 5. Generate and mail letters to parent/guardians from Grad Mentors regarding at-risk attenders.
- 4.6. Monitor and update specific class/student progress
- 4.7. Monitor Credit Retrieval students' progress in Grad Point
- 4.8. Maintain shared google drive spreadsheet for Grad Point student progress and completion
- 4.9. Generate and mail 10 Day Withdrawn Letters to parent/guardians.
- 4.10. Supervise students in the Grad Center

5. Perform other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma/GED/equivalent; 1-2 years of experience is required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Understanding of basic bookkeeping principles necessary to maintain records and filing systems including alphabetical, numerical and chronological is strongly preferred.

If multi-lingual or bi-lingual, must be willing and ready to utilize skills when working with staff, students, community members and/or guardians.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest and percentages. Ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.



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CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates, licenses, or registrations.

WORK ENVIRONMENT

This level has a work environment that is usually well protected, free (minimal 0-20%) from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. Positions with minimal responsibility for driving are to be placed at least at this level.

PHYSICAL DEMANDS

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

MENTAL DEMANDS

Positions at this level encounter new or unusual (20-40%) situations some but have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and interruptions to workflow or concentration can occur. Interactions with others can include demanding or difficult people.

PAY EQUITY SCOPE

The position has regular communication inside and outside the organization to exchange ideas and gather information with some responsibility for creation, development or design of new product, program, methods, system, procedures, or policies. The requirement to create new ideas, and refine concepts is considered an on-going job responsibility. Positions assigned occasionally special creative projects are also to be rated at this level. Positions at this level have some impact to and influence on expense or budgetary outcomes. Dollar amounts influence would be considered limited. Responsibility for the prudent use of organization assets may extend beyond own work responsibilities to the work unit or department financial management. Positions at this level have some need or ability to analyze problem or concepts or make decisions on the information with some impact to and influence on organization operations, programs. Ability to influence outcomes occurs some but is limited to personal interactions with assigned customers. some ability to influence organization image. Supervisory action would prevent or correct most issues. "Customer" service is a regular aspect of the position and actions could impact user satisfaction levels. Positions at this level are expected to handle regularly assigned work. Which includes making decisions and acting under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. Situations periodically call for the exercise of limited discretion, latitude, or negotiation within loosely established guidelines for decision-making, however, assistance or resources are readily available. Positions at this level have some must consider own work and work of others. Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future is required of positions at this level. Planning responsibility may also include identification of activities/solutions in concert with others.

ADDITIONAL REQUIREMENTS

Post-job offer criminal background check will be required.



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The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.
