



David Douglas School District #40

Classified Job Description

SECRETARY II - ASSISTANT PRINCIPAL'S SECRETARY

Schedule: 10 months per year
Class: 12

POSITION PURPOSE

To perform secretarial, clerical and office coordination duties for the North, South, and/or Assessment Office.

NATURE AND SCOPE OF RESPONSIBILITIES

Assessment:

- Represent State Assessment Office by phone and personal contact with students and teaching staff
- Answer and screen telephone calls
- Assist and provide staff with information regarding State Assessment Testing
- Assist and respond to student inquiries and problems regarding testing
- Maintain and protect the confidentiality of student-related test scores
- A trained Test administrator
- Helps administer all phases of OAKS and Smarter Balance Testing
- Send test reminders to teachers via email
- Maintains "Most Wanted" List for testing
- Tracks missing students for OAKS and Smarter Balance Testing (i.e. attendance)
- Maintains testing records
- Assist in yearly browser updates
- Assists in training teachers on OAKS, ELPA and Smarter Balance
- Prepares computers daily for testing
- Checks students in and out of the Assessment Lab
- Assists Assessment Coordinator in creating a testing schedule
- Assists in preparing Writing Assessment packets
- Consults with the Assessment Coordinator regarding scheduling of daily assessment tests and make-ups
- Administer and supervise after school state testing
- Assists Assessment Coordinator with testing issues
- Creates a database for test completion
- Other duties as assigned by Assessment Coordinator PSAT Test
- Count number of students testing from each teacher's class list provided
- Count and sort test materials needed for all teacher packets
- Supply each test packet with testing materials (i.e. test, pencil, test booklet, etc.)
- Distribute completed test packets to all teacher mailboxes
- Make final copy of each teacher's class list for Assistant Principal
- Assist and provide staff with information regarding PSAT test
- Distribute test packet to teachers on the day of test
- After test is completed, collect all test packets/materials from teachers
- Approve that all test materials have been returned and accounted for

Registrar:

- Aid the Registrar's Office in the process of updating Student Information sheets and other duties assigned from August through October.

Assistant Principal:

- Represent the Main Office and Assessment Office by phone and personal contact with students, parents, and teaching staff
- Answer and screen telephone calls and greet walk-in visitors, provide information on general school procedures and policies and refer telephone calls to appropriate staff member
- Process intake forms for Day Academy and Evening Academy students
- Maintain and protect confidentiality of student information for students enrolled in Day and Evening Academies and Credit Retrieval for the Assistant Principal
- Maintain and track attendance records for Evening Academy, Day Academy and Credit Retrieval students and recommend appropriate students for 10-day withdrawal in those programs for the Assistant Principal
- Type correspondence, reports, and memos to teachers and parents for the Assistant Principal
- Assist with registration, back-to-school night, conferences, and opening and closing procedures during the school year
- Assist staff with various questions they have on general high school procedures, Credit Retrieval, Day Academy, Evening Academy and State Testing
- Assist and create PowerPoint presentations for Assistant Principal
- Monitor and maintain Evaluation Calendar and schedule Evaluation meetings for the Assistant Principal
- Maintain and track biweekly progress for students in Evening Academy, Day Academy and Credit Retrieval and provide an end of the term report on student progress
- Perform other duties, as assigned

QUALIFICATIONS

- High School diploma or equivalent
- 21 years of age or older, with three years of experience in general clerical work requiring frequent contact with the public
- Customer Service oriented
- Proficient in using Microsoft Word, Excel, PowerPoint, and FilemakerPro
- Accurate and rapid typing skills, as well as language skills including composition, punctuation, spelling and correct usage
- Skill in computer operation and use of computer programs involving Synergy, word processing, use of telephone, calculator, fax, copier and other office equipment
- Ability to understand and follow instructions with limited supervision
- Ability to remain focused and productive despite frequent interruptions
- Ability to respond to sensitive issues and concerns from students, parents, and staff, and to maintain the confidentiality of such
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing, with students, parents and staff
- Effective verbal and written communication skills
- Ability to set up and maintain an efficient filing system

ESSENTIAL PHYSICAL REQUIREMENTS

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending. Exposure to noise and activity of a school setting.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.