



## 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 South Building Main Office.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Represent the Main 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
- Open Main Office each morning; check the bells, clocks, and aid substitutes working in the South building. Create and distribute daily bulletin
- Coordinate and monitor intercom announcements for South high school building
- Assist with general office duties such as distributing mail and pony deliveries daily, scheduling conference rooms and responding to teacher requests
- Maintain daily record of student attendance for the South Building. Record detentions
- Supervision of student assistants acting as receptionists and performing general office duties
- 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
- Print and distribute correspondence, reports, teacher evaluations, and memos to teachers for the Assistant Principal. Schedule teachers for yearly evaluations. Update, print, and distribute school handbooks
- Assist staff with various questions they have on general high school procedures; leave of absence forms, work orders, purchase requisitions and payroll forms
- Aid Assistant Principal in processing a monthly payroll for classified staff (time cards, data collection on sick leave and comp time, etc.)
- Monitor students sent to the office for behavioral reasons. Maintain custodial parent list, including restraining orders. Provide referral input
- Process field trip request forms and maintain records of trip summaries for all request that are approved
- Assist school nurse with checking in and dispersing medications
- Serve as a Notary Public for legal documents regarding students, parents and staff as needed
- Maintain and protect the confidentiality of student-related records for the assistant principals
- 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
- Must hold a valid first aid card
- 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 word processing, use of telephone, calculator, fax, copier and other office equipment
- Ability to remain focused and productive despite frequent interruptions
- Ability to set up and maintain an efficient filing system
- Ability to understand and follow instructions with limited supervision
- 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

**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.