

JOB TITLE: Principal's Discipline Secretary - Senior High School

REPORTS TO: Principal and Assistant Principals

JOB GOAL: To assist the Principal and other school personnel by the efficient operation of the school administrative office.

JOB RESPONSIBILITIES:

1. Process all discipline referrals from all three principals.
2. Mail all discipline correspondence to parents/guardians every day.
3. Maintain all discipline files in a complete, orderly manner in accordance with building and district procedure.
4. Collect and deliver all homework for students on suspension and/or alternative and return to teachers finished homework.
5. Post on daily basis students that are assigned detention and Saturday School. Post twice weekly in teachers' lounge an updated suspension and alternative list.
6. Process correspondence by word processing, composing in a neat professional manner.
7. Prepare and update yearly the students' handbook.
8. Prepare extra-duty teacher assignment sheet for school activities and send reminder to teachers when they are to work.
9. Keep parking information on all students and high school employees.
10. Process, photocopy, type and prepare forms for discipline office.
11. Make appointments for Assistant Principal.
12. Answer and screen all phone calls using procedure identified by building principal.
13. Receive students, parents and all others in a courteous manner.
14. Maintain an inventory of equipment and supplies in downstairs office.

15. Schedule activity bus and keep daily list of students who ride the bus.
16. Sell activity passes, keep record of students who purchase passes, and turn money in to principal's office.
17. Monitor student assistants who are assigned to work in the lower office.
18. Perform other duties and responsibilities necessary in the operation of the assistant principal's office.

TERMS OF EMPLOYMENT: In accordance with length of job defined in the district handbook for classified personnel.

EVALUATION: Annual evaluation to be submitted to the Personnel Office by July 1st each year. Additional reports may be submitted at the discretion of the Principal.

SIGNED BY SECRETARY: _____ DATE: _____

SIGNED BY SUPERVISOR: _____ DATE: _____