

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

REPORTS TO: Principal and/or Assistant Principals

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

JOB RESPONSIBILITIES:

1. Monitor student attendance records and make accurate, timely reports in accordance with district procedure.
2. Process correspondence in a neat professional manner.
3. Maintain required files in a complete, orderly manner in accordance with building and district procedure.
4. Maintain textbook inventory records and equipment record information as required by the principal.
5. Schedule appointments for building administrators and inform the participants.
6. Maintain student transportation bus route information and properly assign students to bus routes.
7. Inform students and parents of proper bus assignments, bus schedule and bus stop loading information.
8. Assist students with necessary directions.
9. Receive students, parents and all others in a courteous manner.
10. Accept phone calls using procedure identified by building principal.
11. Prepare and post notices to building employees as directed by the principal.
12. Process discipline referrals as required.
13. Respond to state and local officials as directed by administrator.
14. Assist with special programs as assigned by administrator.

- 15. Monitor student assistants who are assigned to work in the principal's office.
- 16. Monitor activities related to graduation.
- 18. Perform other job duties and responsibilities necessary in the operation of the principal's office.

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

EVALUATION: One annual evaluation submitted to the personnel office by April 1st. Additional reports may be submitted at the discretion of the building principal.

SIGNED BY SECRETARY: _____ DATE: _____

SIGNED BY SUPERVISOR: _____ DATE: _____