

JOB TITLE: Copy Room 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. Process correspondence for teachers by typing and composing in a neat professional manner.
2. Prepare copies and other instructional materials as assigned by the principal and all teachers.
3. Process, photocopy, type and prepare forms for school utilization. Type, duplicate tests and worksheets for the teachers.
4. Maintain all files in a complete, orderly manner in accordance with building and district procedures and prepare monthly reports.
5. Maintain an inventory of copy room supplies.
6. Maintain office logs and registers as assigned by the principal.
7. Maintain office mailing lists of community resource persons, school vendors, or others as designated by the principal.
8. Maintain locker inventory records and equipment record information as required by the principal. See to all locker problems and repair of lockers.
9. Prepare and post notices to building employees as directed by the principal.
10. Receive, sort and distribute mail and other documents.
11. Enroll, register, and assist students with necessary directions.
12. Prepare the monthly activity calendar.
13. Sell athletic passes and keep record of money; turn money in to principal's secretary for deposit during fall registration only.
14. Sell activity passes, keep record of students who purchase passes; turn money in to principal's secretary during fall registration only.

15. Help prepare and mail student quarterly progress reports.
16. Collect and update teacher's individual Professional Development/ Career notebooks (blue notebooks).
17. Accept phone calls using procedure identified by building principal.
18. Monitor students' attendance records and make accurate, timely reports in accordance with district procedure when attendance secretary is absent.
19. 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: _____