

ASSISTANT PRINCIPAL'S SECRETARY

DEFINITION

Under general supervision serves as secretary to the Assistant Principal at a comprehensive high school.

DISTINGUISHING CHARACTERISTICS

The level of duties in this classification varies in complexity from Typist Clerk II based on the immediate supervisor's assignment. Positions in this classification perform a variety of specialized task in various areas of responsibilities, such as discipline and security, attendance, curriculum, plant management, categorical programs, etc.

OCCUPATIONAL GROUP

Classified (Clerical)

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Organizes and coordinates the office activities in an Assistant Principal's Office of a comprehensive high school.
2. Schedules appointments; screens calls, visitors and mail; distributes mail as necessary; attends meetings, independently composes answers to routine correspondence; types from oral direction and rough drafts a variety of materials, such as letters, memoranda, reports and forms; maintains a wide variety of files including materials of confidential or sensitive nature; maintains appropriate calendars. **(E)**
3. Assists certificated employees with conference requests, duplicating requests and other procedures by assuring the completion and submission of the proper paper work.
4. Serves as a liaison to the public on the telephone and in person by providing a wide variety of information regarding school and District policy; assesses and deals with office issues that may arise. **(E)**
5. Serves as liaison for staff to inform Assistant Principal of problems and/or concerns.
6. Utilizes computers in the daily performance of duties and responsibilities. **(E)**

7. Initiates and facilitates the communication of data from the Assistant Principal's Office. **(E)**
8. May direct clerical personnel and student assistants, as assigned.
9. May assist and monitor students sent to the office for discipline or other reasons.
10. Performs related duties as assigned.

(E) = Essential Duties

MINIMUM QUALIFICATIONS

Knowledge of:

- Office management techniques, filing systems, telephone techniques, letter and report writing;
- Computer applications including word processing, data base, spreadsheet, desktop publishing;
- Business Math and business English including vocabulary, correct grammatical usage, punctuation, and spelling.

Ability to:

- Communicate verbally and in writing;
- Analyze, explain;
- Exercise good judgment;
- Operate a keyboard and typewriter at 45 wpm;
- Learn, organize, prioritize, and adapt;
- Apply rules, regulations, and policies;
- Assess and resolve problems;
- Operate office machines;
- Establish and maintain a cooperative and effective professional relationship;
- Deal with sensitive matters appropriately.

EDUCATION/EXPERIENCE

- School district experience desirable;
- Education equivalent to the completion of the 12th grade. A combination of training and experience may be substituted for formal education;
- Two (2) years or more of responsible secretarial or clerical duties;
- Supplemental training or course work in the secretarial/clerical area desirable.

WORKING CONDITIONS

- A secondary school office, campus environment;
- Considerable distraction from office activities;
- Demanding timelines;
- Subject to frequent interruptions and extensive contact with students, parents, and others.

PHYSICAL ABILITIES

- Bending at the waist and reaching to retrieve and maintain files and records;
- Carrying, pushing, pulling or lifting light equipment and supplies;
- Climbing, occasional use of step ladders;
- Dexterity of hands and fingers to operate standard office equipment;
- Hearing and speaking to exchange information in person and on the telephone;
- Kneeling, crouching or stooping;
- Reaching overhead, above the shoulders and horizontally;
- Visual ability to read, prepare/process documents and to monitor office and student activities;
- Sitting and/or standing for extended periods of time;
- Mobility.

HAZARDS

- Some contact with toxic materials;
- Exposure to contact with blood or body fluids and potential exposure to communicable diseases;
- Extended viewing of computer monitor;
- May be exposed to contact with uncooperative or abusive individuals;
- Working around and with office equipment having moving parts.

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