



## HOWARD LAKE – WAVERLY – WINSTED ISD 2687

### **JOB DESCRIPTION OF POSITION:** Confidential Employee

Under the direction of the High School Principal provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the secretary works closely with the staff and administration.

**Job Title:**

High School Principal Secretary

**Revised Date:**

11-13-17

**Job Description:** Assist High School Principal

#### **First Impressions Greeter:**

- Greet the public. General office duties.
- Answer phones and direct them to the proper person or place.
- Take messages – distribute them.

#### **Attendance:**

- Write out admit slips for students that have been gone, and are returning.
- Write out Leave school permits for students leaving.
- Call parents when students are missing or absent.
- Send letters regarding attendance.
- Keep track of attendance
- End of year reports.
- Input attendance for ALP
- Input attendance for Summer school

#### **Truancy:**

- Track students with unexcused absences, beginning with 3 unexcused, then again at 5.
- Send out the proper paperwork to parents, county and copies for counselor and myself
- Communicate with the county regarding absences

#### **Health Office:**

- Give meds to students
- Take temps, and call parents when student sick or hurt –
- Assist in other health office duties when nurse and health assistant are not in.
- Input on computer
- Input Emergency record form changes

#### **Graduation:**

- Work with Jostens and assist them with graduation
- Print out diploma certificates
- order cap and gowns
- Put the program together
- Order diploma covers and put the diplomas together

#### **Purchase Orders:**

- Order supplies for staff
- Check budgets
- Type Purchase Order
- Send/Fax order to be placed
- Check in supplies
- Receipt in purchase order on the computer, when received.

#### **Copy Machine:**

- Communicate with MARCO regarding service on the photo copiers
- Order supplies for the copy machines

#### **Miscellaneous Duties:**

- Send transcripts to colleges for students here and for former students
- Assign lockers
- Make Files for new Students that come in
- Make New Cum Cards for new students

- Request homework for students who are gone.
- Type honors breakfast certificates.
- Assist taking money and forms for prom, and other events when asked.
- Send out bills for fines due.
- Stuff and mail out report cards/mid-quarters/other misc. mailings
- Adjust Bells for events
- Submit Discipline and Suspensions report.
- Distribute Keys
- Set up pictures for picture day
- Sell locks
- Bus Radio communication between Transportation Director and bus drivers throughout the day.
- Drop students when transferring schools or no longer enrolled.
- Make Coffee

<b>Job Location:</b>	Howard Lake MN	<b>Company Industry:</b>	Public School
<b>Job Role:</b>	Secretary	<b>Employment Status:</b>	Full-time 235 days 8 hours
<b>Employment Type:</b>	Employee	<b>Manages Others:</b>	No
<b>Band-Grade-Sub Grade:</b>	C-4-1		
<b>State Job Match Points:</b>	150		

<b>Qualifications:</b>	
* High School Diploma	* Technology Knowledge (priority-training available)
* Experience as a secretary	* Desire to continue career improvement
* Strong ability to work with people – Students, staff, parents	* Experience with various computers and computer programs

<b>Career Level:</b>	Entry Level	<b>Years of Experience:</b>	[1-3 years]
<b>Degree:</b>	High school or Equivalent		
<b>Non-Union</b>			
<b>Approved By: Jason Mix</b>		<b>Date Approved: 11-12-13</b>	