



JOB DESCRIPTION

Secretary to the Assistant Principal/Discipline – Middle School

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The Secretary to the Assistant Principal/Discipline, under the direct supervision of the Assistant Principal or Principal, provides clerical services for the school's Assistant Principal(s), ensures the efficient management of the discipline files for the Assistant Principal(s), and maintains current and accurate records.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED
- One to two years secretarial experience, preferably in a public education environment or equivalent

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient typing, word processing and file maintenance skills
- Knowledge of basic accounting principles
- Effective organizational, communication, and interpersonal skills
- Ability to meet established deadlines

DUTIES AND RESPONSIBILITIES:

1. Is responsible for maintaining discipline files for assistant principals.
2. Assists with entries of discipline incidents for PEIMS.
3. Prepares all alternative school packets for formal hearings.
4. Responsible for "AESOP" system, assists with substitute placement.
5. Responsible for employee absentee reports and records.
6. Responsible for issuing call notice for students.
7. Prepares all ISS and suspension notices as designated by assistant principals.
8. Maintains rosters of ISS and suspended students.
9. Maintains detention rosters (after school, lunch and Saturday).
10. Supervises students in office area while students are waiting to see assistant principals.
11. Prepares new student ID cards and various reports as needed.
12. Handles dress code violations.
13. Maintains an orderly office area.
14. Assists with mail and telephone when necessary.
15. Types all student affidavits/statements.
16. Supervises student aides.
17. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate (verbally and written), understand verbal instructions, read, compute, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds), sit, hear, speak, possess visual acuity, able to do repetitive hand motions. Works with frequent interruptions. May work with noise extremes.

SUPERVISORY RESPONSIBILITIES:

Student aides

EQUIPMENT USED:

Basic Office Equipment

Paraprofessional Pay Grade: 4

Days: 193

Wage/Hour Status: Nonexempt

Updated: May 1, 2009

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.