**Job Summary:**

Under limited supervision, this position is responsible for the overall operation of the high school office. Comprehensive assistance is provided primarily to the Principal, but also to students, parents, faculty and other staff, as needed. In addition, this incumbent has responsibility for specific school related projects and assumes tasks for numerous positions during the summer.

**Job Duties:**

**\* = Essential Duties**

\*Working with other positions, organizes, plans, and facilitate student registration and enrollment procedures for areas covered by Student Affairs. Identifies steps needed and implements registration plan.

\*Establishes cross training schedules among the Student Affairs and Attendance office staff and oversees the completion of this training.

\*Cross-trains other assistants in the BHS administrative area on software applications and hardware configurations.

\*Serves as the department technical expert in working with student-related software. Provides initial and on-going training, daily troubleshooting assistance, and updates all Student Affairs and Attendance office employees of changes and enhancements to the software.

\*Oversees the switchboard and reception area of the office. Trains new staff and serves as back up for Office Assistant IV. Identifies needs, implements solutions and/or reports concerns or problems to the Principal for resolution. Participates in the selection of the Office Assistant IV.

**\***Coordinates “Honors Night” Assembly. Responsible for collecting honoree information, memos to staff, typing certificates, gathering plaques for presentation, letters to parents, typing, printing and collating programs, setting up cafeteria, ordering flowers, refreshments etc.

Types membership certificates and cards for National Honor Society inductees and arranges for framing of annual National Honor Society picture.

**\***Coordinates graduation ceremony. Responsible for developing graduate lists, securing diploma cards, tracking graduation eligibility, ordering diplomas, compiling and printing commencement programs, coordinating activities of all involved in graduation ceremonies, including administration, maintenance, faculty and student body, scheduling interpreter, developing and sending invitations and letters to Board and parents of seniors, supervising graduation day set up. Meets with the Principal to identify National Merit Scholarship and Commended students. Types certificates and adds to graduation program.

**\***Coordinates student incentive programs, such as perfect attendance, purple and gold cards, independent student status, etc.

**\***Develops and distributes August registration letter. Responsible for collecting information and drafting letter, collating and mailing to parents.

**\***Distributes miscellaneous mailings that include open houses, parent/teacher conferences, emergency cards, report cards, honor roll and Principals’ straight “A” letters, and testing information. Works with Principal to accumulate information. May delegate some tasks to the Office Assistant IV.

**\***Develops and distributes monthly BHS newsletter. Responsible for collecting information, typing content, copying and mailing to parents, non-custodial parents and guardians.

**\***Types a variety of school correspondence, some of which is confidential. Items include expulsion letters, letters to staff to start school including individual teaching assignments, courtesy letters and passes to all Board Members, are principals and invited guests and general correspondence. Will draft content of communication, as requested.

**\***Establishes and maintains confidential files and records, including teacher evaluations and transcriptions.

**\***Opens and reviews general BHS office mail and forward for processing, as appropriate.

**\***Collects and computes required information for annual North Central Association report. Enters data that include such information as clock hours, teacher counts, student to teacher ratios, counselor to student ratios etc.

**\***Maintains and updates lists of all non-custodial parents. Collects forms throughout the school year. Mails school related information to them that may includes report cards, newsletters, registration and graduation information.

**\***Maintains the Principal’s calendar, types weekly calendar and schedules appointments. Screens calls that come to the Principal and, if possible, will either help the caller or re-route it to other staff.

Oversees teacher certificate renewals. Responsible for sending applications, arranging for regional office representative meetings and returning approved certificates to teachers.

Assists foreign exchange students with completion of forms, registration and planning graduation, if applicable.

Maintains an inventory of forms and processes for faculty and staff. Forms include: accident reports, student request for medication, building work requests and travel requests. Will obtain signatures and forward to Board Office for processing.

**\***Maintains confidential records of students who are designated with “free and reduced” status. Assists parents with questions about application process.

**\***Provides on-going assistance to the PTO and Booster Club parents. Group events include, staff appreciation luncheon, misc. fund raising activities etc. Provides information on mailings, dates, and will coordinate recognition and honors for students.

Prepares and distributes student teacher lists and maintains forms needed for universities. Assists students to get to appropriate place and answers general questions for them.

\*Performs a variety of registrar duties over the summer, including retrieval and collection of records, transcripts, etc.

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.

**Minimum Requirements:**

High school and two years of post high school education in a specialized curriculum typically found in a college, junior college or secretarial school. Study would likely be in office administration or related secretarial curriculum. Additional office or secretarial experience can be substituted for education.

Minimum of three additional years of experience in a similar position with increasing responsibility.

Advanced typing, bookkeeping, filing and PC skills. Experience in dealing with spreadsheet and word processing applications.

Strong project management skills, including personal initiative and ability to coordinate with others.

Excellent verbal communication skills for dealing with parents, students and teachers. Strong written communication skills required for memos, letters, notices, etc.

Must be able to effectively deal with parents and other visitors who may be angry or difficult and/or students who are in need of assistance. Patience and well developed interpersonal relations skills needed.

Strong organizational skills and ability to work with details and maintain accurate records.

Demonstrated success working in an environment with constant interruptions and periods of high volume activity.

**Approvals:**

Reviewed and approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Supervisor)

Human Resources:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_