

- I. TITLE:** Secretary to Jr-Sr. High School Principal
- II. QUALIFICATIONS:**
1. Typing 60wpm; computer skills
 2. Working knowledge of basic office procedures and the operation of common office equipment and machines.
 3. Experience and/or college training as a secretary preferred.
 4. Ability to deal with interruptions and confidential information.
- III. REPORTS TO:** High School Principal
- IV. JOB GOAL:** Assures the smooth and efficient operation of the High School office so that the maximum positive impact on the education of students be realized. Acts in the capacity of cooperation and assistance with the principal and staff in making the high school run smoothly.
- V. PERFORMANCE RESPONSIBILITIES:**
1. Compile first week enrollment of 7-12 grade students and submit to Superintendent's Office and Sherman County Times. Keeps enrollment numbers current throughout the school year of any student transferring into or out of the Jr-Sr High School.
 2. Compiles, keeps current, and distributes 7-12 student class lists, including parent/guardian names, addresses and phone numbers.
 3. Prints and keeps current and accessible, 7-12 student schedules for Guidance Counselor and 7-12 Principal.
 4. Assigns lockers and prepares class schedules for each student by the first day of school.
 5. Keeps current the 7-12 student handbook, prints and distributes to students.
 6. Ensure that all students have returned handbook acknowledgments, computer usage and medication forms with parental signatures.
 7. Enrolls new students, sends Request for Transcripts from previous schools, and makes cumulative folders; send completed withdrawal forms with students transferring out of school.
 8. Keeps 7-12 cumulative folders updated.
 9. Maintains daily period attendance on computer; notifies parents in writing starting when a student has missed 5 times in any period.
 10. Notifies parents/guardians after 9:00 AM if child is absent with no phone call or note from parent/guardian.
 11. Prepares weekly "down list" of students who are failing or about to fail a class. Distributes lists to 7-12 staff, Principal, and Superintendent.
 12. Submits to Sherman County Times weekly, list of students submitted by teachers for "Outstanding Pieces of Work".
 13. Submits quarterly a list of Honor Roll students to the Sherman County Times.
 14. Prepares and copies game rosters for all home varsity football, volleyball, and basketball games, including any conference or district tournaments that may be hosted by Loup City High School.
 15. Submits to NSAA, roster of students involved in Band, Chorus, Drama, and Speech.
 16. Checks out students at the end of the school year, ensuring that all dues, fines, and bills are paid.
 17. Maintains permanent records of all students who have attended Loup City High School. Faxes or mails transcripts to colleges as requested.
 18. Prints and distributes to all staff, class rosters for the upcoming school semester/term.
 19. Prepares and distributes Conference and Workers passes for staff and Board members.
 20. Assigns 7-12 staff to sponsor dances during school year.
 21. Posts on student information system each day's absences by 10 AM.
 22. Receives daily lunch count (student and adult) and notifies kitchen.
 23. Prepares daily bulleting for teachers to read to students each morning.
 24. Assigns vans and cars to faculty as needed and maintains requests for each vehicle.
 25. Prints and distributes grade sheets, enters grades, prints verification forms for teachers, and prints and distributes 7-12 Report Cards.
 26. Prepares deposits to be sent to the Superintendent's office for activity fund money.

27. Collects money for school insurance, types insurance lists, and assists with claims as necessary.
28. Orders supplies for the office and the Principal.
29. Checks incoming orders against invoices and submits to the Superintendent's Office.
30. Performs usual routines and practices associated with office processes; mail distribution, routine correspondence, filing, telephone, errands, messages, etc.
32. Prepares materials and programs for the following activities: Veteran's Program, Girls and Boys State, Honors Banquet, Athletic Banquet, and Graduation.
33. All other duties as designated by the 7-12 Principal.

ESSENTIAL FUNCTION: **Regular and reliable attendance is an essential function of the job.**

29.

TERMS OF EMPLOYMENT: Eleven months (August through June) Salary to be determined by the Board of Education.

EVALUATION: Performance of this position will be evaluated annually by the High School Principal.