

<u>JOB TITLE:</u>	<u>REPORTS TO:</u>	<u>WORK YEAR/DAY:</u>	<u>SALARY GRADE:</u>
School Secretary	Assistant Principal and Principal	215 days 205 Days	Classified Salary Schedule – III

SCOPE OF RESPONSIBILITIES:

Works with parents, students, and staff. Maintains a responsible image by reflecting a positive attitude of the Anchorage Public School System.

PERFORMANCE RESPONSIBILITIES:

1. Performs secretarial duties as assigned by the School Administrative staff.
2. Responds positively to inquiries from the community, students and staff.
3. Greets and assists Substitutes by providing sign in sheet, room assignments, proper materials to start the day and other needs a Substitute Teacher may have. Calls Substitute teachers during the school day in case emergency teacher coverage is necessary.
4. **Provide back-up support securing substitutes for faculty and staff when absent.**
5. Maintains a calendar of substitutes needed to include professional development days, personal days, etc. and edits and distributes the substitute list to all staff via e-mail.
6. Develops and implements a system to assist all school staff with registration, accommodations, transportation, etc. for Professional Development and Conferences.
7. Assists in the Center Office to include phone duties, helping students with illness or first aid, health services, which may include provision of direct health care, administration of medication, the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures, if trained and properly delegated authority to perform the service by a physician or nurse.
8. Processes and distributes in-coming mail, weekly memos, etc.
9. Maintains the Principal's files on a daily/weekly basis and maintains and audits Professional Development records for all staff as needed.
10. Complies with approved office policies and procedures and notifies Assistant Principal if sick, personal or emergency days are needed.
11. Maintains the School Health Records, Student Cumulative folders, School Database, and all student files.
12. Enrolls and withdraws students to the school. Responsible for Kindergarten registration, records requests, withdrawal and enrollment process and communication.
13. The school field trip contact person who completes all necessary schedules, financing, paperwork, transportation, insurance, etc. Works with the staff collaboratively to process field trip requests.
14. **Assists with the maintenance of attendance records of the school district, and assists with daily entry of attendance and absences.**
15. **Assists with the maintenance of Infinite Campus (IC) attendance program mandated by the state, and updates student information for the district-wide student database.**

16. Assists with the implementation of pupil accounting services, and assists with the preparation of all local, state, and federal pupil personnel reports as required.
17. Assists in the administration of the attendance procedures and maintains district enrollments, census, and withdrawal records.
18. Assists with the maintenance of accurate records of high school students and where they attend school.
19. Assists with the maintenance of a current record of all non-residential pupils for tuition purposes.
20. Assists building and maintaining teachers' schedules in the IC system.
21. Assists with the preparation of and submitting the following reports:
 - a. SAAR - Superintendent's Annual Attendance Report
 - b. Safe Schools
 - c. LEAD Report - Certified employees' qualifications/school assignments
22. Assists with the management of the IC Grade Reporting System
23. Serve as back-up to assigning/contacting substitute teachers.
24. Performs other duties as assigned by the School Administrators.

MINIMUM QUALIFICATIONS:

1. High School Diploma or G. E. D. and/or business school education
2. Previous secretarial and/or school experience.
3. Pleasant personality and appearance.