

POSITION TITLE: High School Bilingual Secretary & Academic Records Coordinator

REPORTS TO: School Principal

SUPERVISES: N/A

TERMS OF EMPLOYMENT: Salary and workday to be determined by the Board

EVALUATION: Performance will be evaluated annually in accordance with Board policy

QUALIFICATIONS

- High school diploma or GED required
 - Secretarial experience involving public contact and record-keeping preferred
 - Bilingual, with an emphasis in Spanish
 - Proficient in office software and student information systems preferred
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JOB GOAL

To maintain a professional, welcoming office environment while supporting efficient clerical operations and accurate academic records management, with an emphasis on communication with all families, including non-English-speaking households.

PERFORMANCE RESPONSIBILITIES

Secretarial & Front Office Duties

1. Serve as receptionist in the main office; answer phones, greet visitors, and operate office equipment
2. Prepare letters, documents, and reports as directed by the principal
3. Monitor and maintain use of office phones and visitor logs
4. Collect and post daily attendance data; verify student absences
5. Coordinate communication with the central office attendance department

6. Maintain an organized and welcoming reception area; notify staff of visitor arrivals
7. Assist teachers with typing materials and exams as time permits
8. Provide Spanish translation for school and district communications
9. Support outreach and communication with non-English-speaking families
10. Prepare mail for shipping and verify incoming deliveries
11. Assist with school photos and event setup as needed

Academic Records & Registrar Duties

12. Manage student enrollments, withdrawals, and cumulative records
13. Process transcript requests through Parchment
14. Verify student enrollment for driver's licensing
15. Complete Social Security verification forms
16. Coordinate ACT fee waiver distribution and tracking
17. Maintain and update student academic records and folders
18. Track perfect attendance and assist with recognition efforts
19. Assist with underclassmen awards (in collaboration with MM) and senior awards (in collaboration with KB)

Other

20. Perform other duties as assigned by the principal or superintendent

Salary: To be determined by the Board