

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Associate Principal Secretary – Secondary

Supervisor: Building Administrator

FLSA Status: Non-Exempt **Employee Group:** Secretarial

Qualifications:

1. High school diploma or equivalent
2. Knowledge of Microsoft Office
3. Knowledge of common office software and equipment use

Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Communicate effectively by phone and in person with parents, staff and community members in a friendly and professional manner.
2. Maintain daily staff attendance records, obtain substitutes and compile reports.
3. Develop and prepare data for district and state reports.
4. Monitor and update performance evaluation records as needed.
5. Type, distribute and update the master schedule, course catalog, faculty handbook, room utilization schedule and inventory.
6. Type a wide variety of correspondence and reports.
7. Provide secretarial services for the summer school staff.
8. Coordinate, distribute and reassemble standardized testing materials.
9. Process student and employee travel requests.
10. Process and maintain building facilities requests.
11. Keep current with best practices and requirements as they relate to your job assignment.
12. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.