

Union Public Schools Job Description

Position Title: Secretary - Principal, Alternative Education
Department: School Site
Reports To: Alternative Education Administrator

FLSA Designation: Non-exempt

SUMMARY: Assistant to the Principal of the Alternative Education Program in a variety of tasks to enhance the smooth and efficient operation of both the Alternative Program and the Union Extended Education Building which houses the Enrollment Center, Community Education Offices, and the Alternative School.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assists the Principal and Counselor at the Alternative School.
- Assists the Psychologist, Drug Education Counselors, and Social Worker.
- Assists the teaching staff.
- Answers the main telephone for the school and directs calls as appropriate.
- Serves as Receptionist for the Alternative Program.
- Completes all correspondence, forms, etc. for the Principal.
- Maintains accurate personnel files and completes appropriate paperwork concerning teachers, counselor, and principal, along with other support staff.
- Maintains records and budgets associated with the Alternative School.
- Maintains all attendance records and records them in Crosspointe.
- Maintains attendance for the Alternative Program.
- Understands the working knowledge of Crosspointe.
- Completes and maintains data regarding the Grant from Oklahoma Technical Assistance Center.
- Maintains and records information in the AESOP program.
- Understands the working knowledge of the AESOP program.
- Maintains records and information on the Alternative Student Database program for the Alternative School.
- Works with the Counselor to maintain data on OTAC disc for the OTAC Grant.
- Completes all State Reports.
- Completes Grants and gathers information regarding OTAC Grant.
- Acts as a nurse liaison for the students.
- Maintains a record of Facility Usage and all forms and records associated with such.
- Maintains and distributes applications.
- Maintains files and distribution of paperwork for the Work Study program at the Alternative School.
- Maintains a friendly and open rapport with students, staff, and visitors to the UEEB building.
- Maintains accurate data and information for all students and staff members.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Creates a pleasant and positive atmosphere in the Principal's office.
- Maintains consistent and punctual attendance.

- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general educational degree (GED) and at least one (1) years general office work and/or training; basic computer skills to include a working knowledge of word processing and databases.

CERTIFICATES, LICENSES, REGISTRATIONS: Notary Public

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Must be able to handle multiple responsibilities simultaneously. Must have strong communication, computer and interpersonal skills. Must have the ability to learn and utilize new software programs as systems are upgraded. Typing required with good grammatical spelling and punctuation. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all District requirements and Board of Education Policies

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk and use fingers, tools or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this*

job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.