

**COMMUNITY HIGH SCHOOL DISTRICT 117
JOB DESCRIPTION**

REPORTS TO: Assistant Principal

SUPERVISES: N/A

QUALIFICATIONS: Some college or equivalent work experience preferred. Strong PC skills using software packages for word processing, presentations, spreadsheet, and databases required for report generation, presentations and general correspondence. Requires candidate to have the ability to exercise independent judgment, strong reasoning skills, and high level of discretion. Candidate must be detail orientated with excellent oral and written communications skills. Excellent time management skills are required. Candidate must respect confidentiality of sensitive information.

PERFORMANCE EXPECTATIONS

Create and maintain a business-like, warm, friendly, service oriented atmosphere in the office area.

1. Provide daily assistance to the assistant principal, principal, deans, teachers, guidance counselor, and students as necessary.
2. Export, create and analyze weekly reports for the administration and department heads; including teacher log, grade distribution log, top 10 discipline list, top 10 spec ed discipline list and general discipline reports. Import reports up to Moodle.
3. Create and distribute to Superintendent and administrators the Monthly Suspension Report for the Board Meetings.
4. Analyze student grades from the master database and provide student progress charts within the excel program for the purpose of analyzing patterns, progress and results.
5. Extract and process progress analysis information from the school database regarding guidance logs (i.e. behavior, suspension, detention logs) student attendance, testing results and grade distribution.
6. Provide technical support to teachers creating common assessment tests in Achievement Series. Create, publish, and schedule common assessment, weekly quizzes and other tests within the Achievement Series program. Assist in the Achievement Series scanning and analyzing results.
7. Assist in coordination, scheduling and proctoring of testing (EXPLOR, PLAN, PSAT, PSAE and ACT). Schedule testing location, lab set-up and room preparation. Create make-up schedule for testing. Collection and data input of scores and analyze results.
8. Assist in the coordination of Pre-PLAN testing for freshmen; scan, extract, and analyze the results for school improvement charting.
9. Assist with Pre-ACT testing for sophomores. Scan, extract, and analyze the results for school improvement testing comparison.

10. Maintain data and presentation format for school improvement plan. Including testing results for advanced placement, discipline, activities, ACT, PSAE, EXPLOR, PLAN, grade distribution by class and attendance.
11. Create and evaluate perfect attendance reports for the purpose of award distribution (ice cream incentive) to perfect attendance students for each progress, end of year, and senior exemptions.
12. Provide computer assistance on creating spreadsheets, formulas within spreadsheets, PowerPoint presentations, word processing as well as other software packages to the ESP staff, faculty and others as needed.
13. Coordinate and schedule Parent/Teacher Conferences and conference calls using the school master database program.
14. Generate attendance file and analyze data to create the senior exemption list.
15. Assist with Celebration Day. Provide assistance for set-up, take down, and general needs. Coordinate activities and club involvement as needed.
16. Assist with coordination of the senior tailgate party at the beginning of the year.
17. Assist with coordination of the pre-prom assembly.
18. Assist with senior picnic, i.e., set-up, food purchases, take down, and general needs.
19. Assist with articles and pictures for district newsletter – Headlines.
20. Maintain and operate the copier, binder, magnet, Scantron, and laminator machines.
21. Provide support for school safety evacuation plans (fire/tornado, violet intruder, drug searches.)
22. Collaborate with and cover other secretaries as needed.
23. Coordinate monthly Eagle Pride Breakfast – collect nominations, send invitations to nominees, parents, administration and community members. Create award certificates and program. Coordinate with kitchen staff on numbers for breakfast. Host the morning of the breakfast.
25. ACT online prep upload, assist students with log ons email accounts and create email upload.
26. Perform other relevant duties as assigned.

Terms of Employment:

Ten (10) month position

Length of work day determined by the Business Manager

Evaluation: Evaluation will be completed by the Assistant Principal

176	Student attendance days
20	Additional days (to be determined by your immediate supervisor)
<u>13/14</u>	Legal Holidays
209/210	TOTAL DAYS