

Secretary, A+
School District Job Description

Position Title: A+ Secretary
Department: Building
Reports to: A+ Coordinator

SUMMARY:

Maintain records and support clerical needs for the A+ program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Other duties may be assigned.)

- Creates database for A+ students
- Inputs new A+ students into SIS
- Inputs tutoring hours into SIS
- Send any/all letters to parents of A+ students (probation /ineligibility)
- Serves as secretary to A+ Coordinator
- Run discipline reports monthly
- Run attendance, GPA reports (semester)
- Documents and prepares paperwork for review committees - Attendance / Discipline Appeals
- Prepare spreadsheets
 - job shadowing
 - summer school tutoring
 - PHHS A+ Confirmation (December and May Graduates)

SUPERVISORY RESPONSIBILITIES:

None

EDUCATION and/or EXPERIENCE:

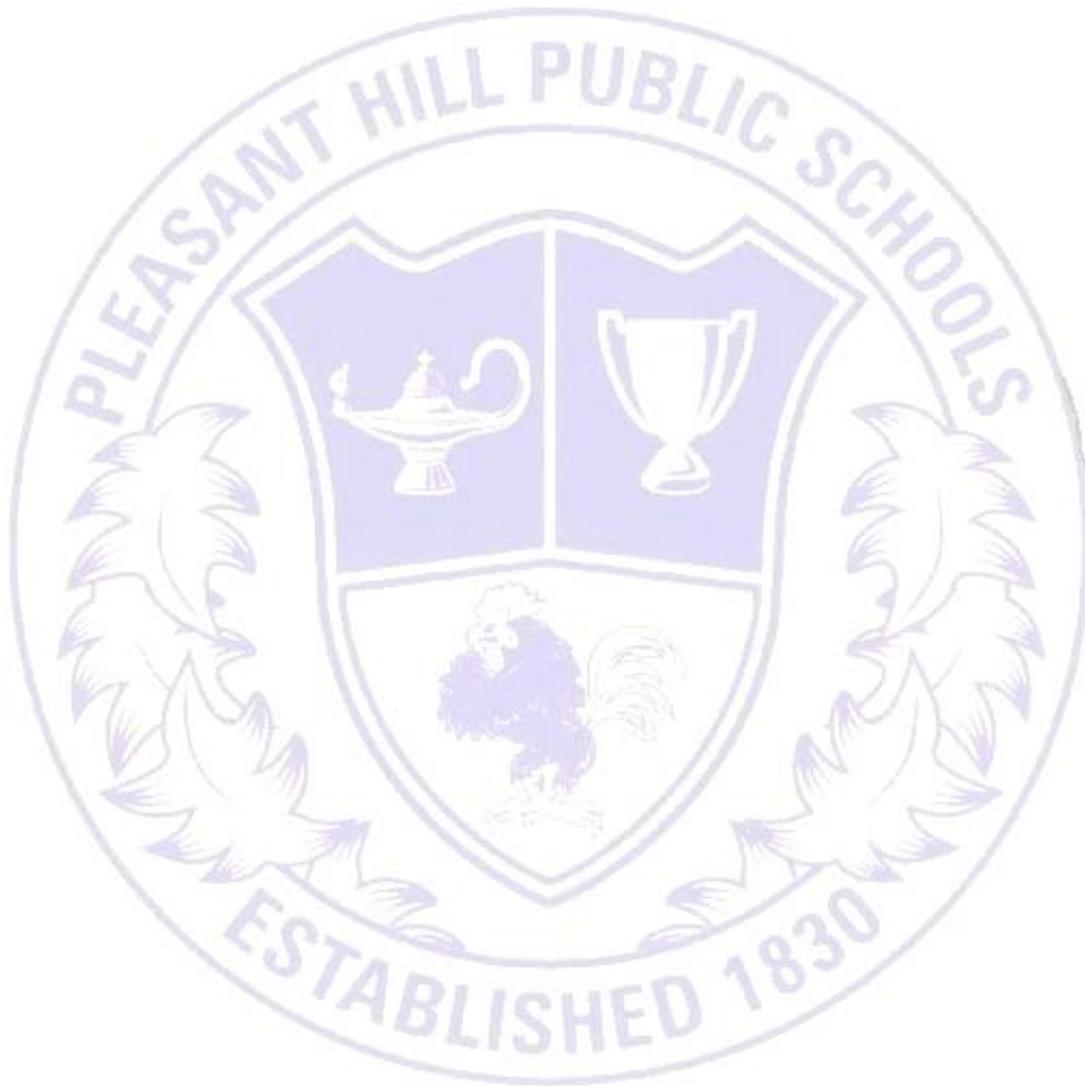
High School diploma or general education degree (GED); one to three months related experience. Knowledge of Microsoft Office Suite.

Acknowledged _____

Date _____

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Staff Personnel.

TERMS OF EMPLOYMENT: Nine-month employee. Salary to be established by the Board of Education.



Acknowledged _____

Date _____