

## **High School Campus Secretary**

*Required knowledge and experience in customer service, excellent communication skills; a background working in an educational setting preferred*

### **Campus Substitute Coordinator**

- Organize information needed, with Elementary campus, for Substitute Orientation
- Keep daily calendar of campus teachers out and what sub is working for them
- On call at all times for campus teacher and substitute situations

### **Registrar**

- Enroll and withdrawal students
- Create and maintain all permanent files
- Maintain and request/submit records thru TRex on new and old students
- Input all HS Demographics and Special Programs, At Risk, PRS in TeXIS
- Print reports needed by Principal/Teachers/Administration
- Prepare and distribute Registration Packets

### **Assist Attendance Clerk/ PEIMS Coordinator**

- Distribute absent passes and tardy slips
- File and maintain attendance file on all Secondary students
- Monitor attendance
- Take parent calls on students absent or leaving school
- Monitor students checking in or out of school
- Print attendance reports for principal/teachers/students/parents
- Submit letters of excessive absences to parents
- Collect all information for truancy filing and communicate with Judges Office

### **Discipline**

- Input discipline referrals in TeXIS
- Filing of all discipline referrals
- Mail out referral notices to parents

### **Grade Reporting**

- Monitor reporting periods/ Progress Reports and Report Cards for HS/MS
- Label and mail or distribute all grades to parents or students
- Keep failure list available for principal/teachers/coaches
- Print current grades for principal/students/parents
- Locate students thru schedules
- Submit Honor Roll to newspaper

## **Awards**

- **High School Awards mid-year/ end of year**
- **Coordinate end of year Awards Assembly**

## **Graduation**

- **Informing students and Communicating with representative of ordering of Cap, Gown, Invitations and Rings, Letter Jackets**
- **Diplomas**
- **Programs**
- **Decorations and setup**
- **Ordering of Stoles and Cords**

## **Other duties include; but not limited to**

- **Answering phone**
- **Assist students' individual needs**
- **Assist Principal with any documents of information that may be need**
- **Write, copy, and sort any memos being sent home**
- **Fold, stuff and label anything being mailed out**
- **Handout nurse passes**
- **Help with open house**
- **Log Purchase Orders**
- **Organize, track and turn in sick leave**
- **Ordering supplies for HS**
- **End of year check out**