

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL

QUALIFICATIONS

- Master's Degree in Educational Administration and Supervision or equivalence.
- At least three (3) years of satisfactory teaching experience.

REPORTS TO Principal

SUPERVISES No supervisory duties

POSITION GOAL

To assist the Principal substantially and effectively in the task of administering the registration process, and supervise the complete and accurate accounting of all student records.

PERFORMANCE RESPONSIBILITIES

1. * Assist the Principal with the development, implementation, and maintenance of the master schedule of teaching assignments based on program and student needs.
2. * Maintain an accurate and current record of room utilization, and class loads assigned.
3. * Assist the Principal in assuring compliance with School Board policy regarding student performance evaluation and grade reporting.
4. * Supervise the orientation, registration, and scheduling of all new students.
5. * Supervise the dissemination of information in a timely manner regarding scheduling and curriculum requirements.
6. * Coordinate all schedule change procedures.
7. * Coordinate the administrative procedures and keep an annual report of all students withdrawing from school.
8. * Assist the Principal in the development and preparation of the school's Curriculum Guide, Teacher's Handbook, and other school publications.
9. * Implement administrative procedures involving FTE reports.
10. * Coordinate all school level data processing activities regarding student reports.
11. * Coordinate the transfer of data to the Guidance Department for the purpose of updating student records.
12. * Supervise and maintain the appropriate recording of grades and absences in each student's permanent file.
13. * Conduct in-service and training for employees regarding various school and county policies.
14. Perform other duties as assigned by the Principal.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AO-11-F \$52,697 - \$83,465
 M-10 D-196 H-1470.0

POSITION CODES

PeopleSoft Position **TBA**
 Personnel Category **4**
 EEO-5 Line **19**

Function **7300**
 Survey Code **73026**
 Job Code **1505**

ADA CODES

2 **Sedentary**
 3 **A - C / O - P / S - V**
 4 **Indoors/Outdoors**

BOARD APPROVED

May 22, 1985