

DRAFT Job Descriptions

This book is used for Draft job descriptions. Archived job descriptions are also here.

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MINDFULNESS COORDINATOR [CEMS]

QUALIFICATIONS:

- Bachelor's degree in education, psychology, counseling, or related field; master's degree preferred
- Hold a valid state of Maine Criminal History Record Check (CHRC) approval
- Certification in mindfulness education or equivalent training in mindfulness-based interventions
- Minimum of 3 years of experience working in education, preferably in middle school settings
- Demonstrated experience and proficiency in mindfulness practices, with a strong personal mindfulness practice
- Excellent communication and interpersonal skills, with the ability to effectively engage with students, parents, teachers, and administrators
- Strong leadership abilities, including the ability to inspire and motivate others and lead collaborative initiatives
- Knowledge of child and adolescent development theories and practices
- Cultural competency and sensitivity to the diverse backgrounds and experiences of students and staff members, with a commitment to promoting diversity, equity and inclusion (DEI) in all aspects of the work
- Patience, empathy, and compassion in working with middle school-aged students
- Commitment to ongoing professional development and learning in the fields of education, mindfulness, and DEI

OVERVIEW

The Middle School Mindfulness Coordinator leads our school's mindfulness initiatives and promotes the well-being of our students. The ideal candidate will have a strong background in education, mindfulness practice, leadership, and a commitment to Diversity, Equity, and Inclusion (DEI), with a passion for supporting the social, emotional, and academic development of middle school-aged students.

REPORTS TO:

CEMS Principal

PROFESSIONAL RESPONSIBILITIES:

- Leading mindfulness for our 5th graders which helps to set them up for success as they roll into their adolescent years.
- Working with technology integrator to co-lead 6th grade Technology Class centered around learning how to use technology applications for learning and building mindful tech use habits.
- Cultivating equitable and inclusive learning environments through a wide variety of student leadership programming.
- Organizing and leading crucial Tier I programming designed to support students in feeling connected, supported, safe, and welcomed at school in order to improve outcomes in SEL, behavior, executive functioning, and academics. Examples include programming like a school wide advisory system and specific SEL programming

during W.I.N. ("what I need").

- Leading parent engagement and community outreach efforts to strengthen support networks for our young adolescents rooted in mindfulness.
- Growing staff's capacity to embed mindful practice into their classrooms by leading Mindful Moments during staff PD, supporting general PD around building advisory programming, and working collaboratively to support teacher planning.
- Driving school level DEI work amongst staff
- Be responsible for any other tasks that may be assigned.

TERMS OF EMPLOYMENT:

Twelve month year, with actual salary, benefits, and work year set by the Board of Education through contract negotiations and appropriate policies.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Middle School Principal will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 14, 2024

Archived | Support Staff

Administrative Support to Guidance Department - Registrar

TITLE: Administrative Support to Guidance Department - Registrar

QUALIFICATIONS:

- I. Education/Certification: Associate Degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
 - II. Special Knowledge/Skills:
 - I. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.
 - II. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - III. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
 - IV. Demonstrated computer skills.
 - V. Must be team oriented with excellent interpersonal and communication skills.
 - VI. Must be willing to participate in ongoing in-service training as requested.
 - VII. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
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- III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Guidance Department Chair

JOB GOAL: To assist the Guidance Counselors with tasks necessary for the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES:

- I. Provides secretarial support to the Guidance counselors.
- II. Coordinate and maintain student records.
- III. Prepare, organize, and mail transcripts, records, and other documentation related to college and post-secondary applications for students.
- IV. Register new students and unregister departing students; handle all records requests related to new and departing students.
- V. Handle functions related to production and distribution of progress reports and report cards.
- VI. Prepares records, reports, and correspondence attendant to student scholarship awards.
- VII. Creates and distributes press releases related to student recognition.

VIII. Maintain office machinery.

IX. Prepare letters, memos, and other correspondence.

X. Assist faculty, parents and students with questions and requests.

XI. Assist Guidance Scheduling Secretary with assigned tasks to extent time permits ands of office

XII. Performs other duties as assigned by the Guidance Director or administrator.

EQUIPMENT USED: Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting.

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment.

Environmental Conditions: inside, working around moving objects, working alone.

TERMS OF EMPLOYMENT: Salary and work year in accordance with negotiated collective bargaining agreement.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Guidance Director will performa the evaluation in consultation with the principal.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirement that may be inherent in the job, either at present or in the future.

School Board Approved: March 13, 2007

Administrative Support to Athletic Administrator

TITLE: Administrative Support to Athletic Administrator

QUALIFICATIONS:

- I. Education/Certification: Associate degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check approval.
- II. Special Knowledge/Skills:
 - I. Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below.
 - II. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - III. Demonstrated ability to exercised independent judgment, prioritize tasks, and work independently with a high degree of accuracy.
 - IV. Demonstrated computer skills,
 - V. Must be team oriented with the excellent interpersonal and communication skills.
 - VI. Must be willing to participate in ongoing in-service training as requested.
 - VII. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
- III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Athletic Administrator and High School Principal

JOB GOAL: To assist the Athletic Administrator with tasks necessary for the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES:

- I. Provides Athletic Administrator secretarial support.
- II. Acts as receptionist for Athletic Office.
- III. Assist with maintenance of supplies and equipment; necessary communication and record keeping regarding ordering and inventorying of supplies.
- IV. Word processing of all athletic schedules for Middle School and High School
- V. Communications and maintenance of records concerning details of all athletic competitions, including location, time, transportation arrangements and arrangements for necessary site officials and supervisors.
- VI. Communicating, collecting, and maintaining all correspondence and records pertaining to athletic eligibility fee for Middle School and High School.
- VII. Maintaining and updating seasonal eligibility lists; handling correspondence regarding eligibility status; checking attendance lists and communicating with coaches concerning daily eligibility issues based on student attendance.

VIII. Communication and maintenance of records relative to letter awards and other recognitions.

IX. Submission of all forms required by the Maine Principals Association on a timely basis.

X. Preparing and updating rosters of all sports teams.

XI. Scheduling of timers and scorekeepers for all home contests and maintaining records regarding that schedule.

XII. Daily updating of the athletic schedule on the School Sports website, activity line, and voicemail.

XIII. Screening and organization of mail for Athletic Administrator and coaches.

XIV. Shares summer office coverage as scheduled.

XV. Assists Main Office secretaries to extent time permits and needs of school requires.

XVI. Performs other duties as assigned by the Athletic Administrator and Principal.

EQUIPMENT USED: Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, working around moving objects, working alone

TERMS OF EMPLOYMENT: Salary and work year in accordance with negotiated collective bargaining agreement.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which action plans and job goals are met. The Athletic Administrator or High School Principal will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: March 13, 2007

Administrative Support to Guidance Department - Scheduling Secretary

TITLE: Administrative Support to Guidance Department - Scheduling Secretary

QUALIFICATIONS:

- I. Education/Certification: Associate degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
 - II. Special Knowledge/Skills:
 - I. Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below.
 - II. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - III. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
 - IV. Demonstrated computer skills.
 - V. Must be team oriented with excellent interpersonal and communication skills.
 - VI. Must be willing to participate in ongoing in-service training as requested.
 - VII. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
- III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPTS TO: Guidance Department Chair

JOB GOAL: To assist the Guidance counselors with tasks necessary for the efficient operation of the chair.

PERFORMANCE RESPONSIBILITIES:

- I. Provides secretarial support to the Guidance Counselors.
- II. Handles Program of Studies, student course selection, and master schedule creation in consultation with counselors and school administrators; prepare all necessary reports attendant to that task.
- III. Prepares documents necessary to support student academic awards recognition.
- IV. Changes student schedules in accordance with directions of counselors and practice of Guidance Office.
- V. Prepares correspondence and maintains necessary records relating to standardized tests administered by school.
- VI. Maintain office machinery.
- VII. Prepare letters, memos, and other correspondence.

VIII. General receptionist duties of Guidance Office.

IX. Assist faculty, parents, and students with questions and requests.

X. Assist Guidance Registrar with assigned tasks to extent time permits and needs of office require.

XI. Performs other duties as assigned by the Guidance Director or Administrator.

EQUIPMENT USED: Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting.

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment.

Environmental Conditions: inside, working around moving objects, working alone.

TERMS OF EMPLOYMENT: Salary and work year will be in accordance with negotiated collective bargaining agreement.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job goals are met. The Guidance Director will perform the evaluation in consultation with the principal.

NOTE: The above job description reflects the general requirement necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: March 13, 2007

Administrative Support to High School Assistant Principal

TITLE: Administrative Support to High School Assistant Principal

QUALIFICATIONS:

- I. Education/Certification: Associate degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
- II. Special Knowledge/Skills:
 - I. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.
 - II. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
- III. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
- IV. Demonstrated computer skills.
- V. Must be team oriented with excellent interpersonal and communications skills.
- VI. Must be willing to participate in ongoing in-service training as requested.
- VII. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
- III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Assistant Principal

JOB GOAL: To assist the Assistant Principal with tasks necessary for the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES:

- I. Provides administrative secretarial support.
- II. Contact parents daily in regards to attendance issues.
- III. Prepares all requested attendance reports for the Assistant Principal.
- IV. Assist in preparing letters and memos for the Assistant Principal.
- V. Contact students required to meet with the Assistant Principal.
- VI. Record and schedule detention for tardy students.
- VII. Monitor the daily attendance using PowerSchool.
- VIII. Assign and monitor locker distribution.

- IX. Maintain student obligation list.
- X. Distribute and maintain the inventory of school supplies.
- XI. Assist Principal's Secretary with tasks to extent time permits and school needs require.
- XII. Performs other duties as assigned by the Assistant Principal or Principal.

EQUIPMENT USED: Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, working around moving objects, working alone

TERMS OF EMPLOYMENT: Salary and work year in accordance with negotiated collective bargaining agreement.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Assistant Principal/Principal will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: March 13, 2007

Administrative Support to High School Principal

TITLE: Administrative Support to High School Principal

QUALIFICATIONS:

- I. Education/Certification: Associate Degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
- II. Special Knowledge/Skills:
 - I. Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below.
 - II. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - III. Demonstrated ability to exercise independent judgment, prioritize tasks, and work independently with a high degree of accuracy.
 - IV. Demonstrated computer skills.
 - V. Must be team oriented with excellent interpersonal and communication skills.
 - VI. Must be willing to participate in ongoing in-service training as requested.
 - VII. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
- III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: High School Principal

JOB GOAL:

To assist the Principal with tasks necessary for the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES:

- I. Provides Principal secretarial support.
- II. General accounting of school checking account, student activities account, and school's town budget account.
- III. Prepares letters, memos, and other correspondence.
- IV. Maintains office equipment.
- V. Prepares documents and organizes administrative functions as they relate to graduation and opening of school.
- VI. Creates opening day material for faculty, staff, students, and parents.
- VII. Updates student emergency information as received.

VIII. General receptionist duties.

IX. Assists faculty, parents, and students with questions and requests.

X. Shares summer office coverage as scheduled.

XI. Organization and distribution of staff mail, including screening of Principal's mail.

XII. Assists Assistant Principal's secretary to the extent time permits and needs of school requirements.

XIII. Performs other duties as assigned by the School Principal.

EQUIPMENT USED:

Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, working around moving objects, working alone

TERMS OF EMPLOYMENT:

Salary and work year in accordance with negotiated collective bargaining agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The High School Principal will perform the evaluation.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: Draft: November 21, 2006

Administrative Support to the Middle School Assistant Principal

TITLE: Administrative Support to the Middle School Assistant Principal

QUALIFICATIONS:

- I. Education/Certification: Associate degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
- II. Special Knowledge/Skills:
 - I. Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below.
 - II. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
- III. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
- IV. Demonstrated computer skills.
- V. Must be team oriented with excellent interpersonal and communication skills.
- VI. Must be willing to participate in ongoing in-service training as requested.
- VII. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
- III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: School Administrator

JOB GOAL: To assist the administrator with tasks necessary for the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES:

- I. Provides administrative secretarial support.
- II. Make daily calls to parents regarding absenteeism and input daily attendance.
- III. Maintain daily notices for students and parents.
- IV. Provide clerical support for the school nurse.
- V. Answer phones and requests for teachers, parents, and students.
- VI. Assist in maintaining administrative record of students and staff.
- VII. Assist in ordering supplies for staff.
- VIII. Performs clerical duties for Principal and Assistant Principal.

IX. Provide help with the maintenance of office equipment.

X. Performs other duties as assigned by the administrator.

EQUIPMENT USED: computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (up to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, working around moving objects, working alone

TERMS OF EMPLOYMENT: Salary and work year in accordance with the collective bargaining agreement.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Middle School Principal or Assistant Principal will perform the evaluation.

NOTE: The above job description reflects the general requirement necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: March 13, 2007

Administrative Support to Middle School Principal

TITLE: Administrative Support to Middle School Principal

QUALIFICATIONS:

- I. Education/Certification: Associate Degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
- II. Special Knowledge/Skills:
 - I. Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below.
 - II. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - III. Demonstrated ability to exercise independent judgment, prioritize tasks, and work independently with a high degree of accuracy.
 - IV. Demonstrated computer skills.
 - V. Must be team oriented with excellent interpersonal and communication skills.
 - VI. Must be willing to participate in ongoing in-service training as requested.
 - VII. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
- III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Middle School Principal

JOB GOAL:

To assist the Administrator with tasks necessary for the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES:

- I. Provides administrative secretarial support.
- II. Provides support for the budget process.
- III. Maintains the student activity accounts.
- IV. Reports absenteeism of staff to central office.
- V. Answers phones and requests for teachers, parents, students.
- VI. Assists in maintaining administrative records of students and staff.
- VII. Assists in ordering supplies and maintains purchase orders for the Middle School.

VIII. Assists teachers, staff, and administrators with computer questions.

IX. Performs other duties as assigned by the Principal.

EQUIPMENT USED:

Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, working around moving objects, working alone

TERMS OF EMPLOYMENT:

Salary and work year in accordance with negotiated collective bargaining agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Middle School Principal will perform the evaluation.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: Draft: November 28, 2006

Administrative Support to Middle School Guidance Department

TITLE: Administrative Support to Middle School Guidance Department

QUALIFICATIONS:

- I. Education/Certification: Associate degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
- II. Special Knowledge/Skills
 - I. Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below.
 - II. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
- III. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
- IV. Demonstrated computer skills.
- V. Must be team oriented with excellent interpersonal and communication skills.
- VI. Must be willing to participate in ongoing in-service training as requested.
- VII. Must maintain a high level of ethical behavior and confidentiality of information as require by law.
- III. Experience Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Middle School Guidance Counselors and Middle School Principal.

JOB GOAL: To assist the guidance the Guidance Counselors and Principal with the tasks necessary for the efficient operation of the school.

PERFORMANCE RESONSIBILITIES:

- I. Provides administrative secretarial support for Guidance Counselors.
- II. Prepare Guidance budget.
- III. Maintains the student cumulative files.
- IV. Registers new students.
- V. Answer phones and requests for teachers, parents, students.
- VI. Prepares and maintains schedules for staff/students.
- VII. Orders guidance supplies.

VIII. Prepares and maintains progress reports and report cards.

IX. Assists teachers, staff, and administrators with PowerSchool/Powergrade questions.

X. Contact for technical PowerSchool Support.

XI. Performs other duties as assigned by the Guidance Counselors and Principal.

EQUIPMENT USED: Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting.

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs), bending, keyboarding, pulling pushing, carrying, writing, walking, operating equipment.

Environmental Conditions: inside, working around moving objects, working alone.

TERMS OF EMPLOYMENT: Salary and work year in accordance with negotiated collective bargaining agreement.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Principal will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: March 13, 2007

Administrative Support to Pond Cove Principal

TITLE: Administrative Support to Pond Cove Principal

QUALIFICATIONS:

- I. Education/Certification: Associate Degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
- II. Special Knowledge/Skills:
 - I. Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below.
 - II. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - III. Demonstrated ability to exercise independent judgment, prioritize tasks, and work independently with a high degree of accuracy.
 - IV. Demonstrated computer skills.
 - V. Must be team oriented with excellent interpersonal and communication skills.
 - VI. Must be willing to participate in ongoing in-service training as requested.
 - VII. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
- III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Pond Cove Principal

JOB GOAL:

To assist the Administrator with tasks necessary for the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES:

- I. Provides secretarial support to the Administrator (Principal).
- II. Enrolls new students. Handles transfer of students out of the district.
- III. Maintains cum files for six grades (K-4 and incoming Kindergarten from January to June) and administrative files.
- IV. Conducts school tours for new residents and incoming students entering mid-year.
- V. Provides support to the budget process.
- VI. Tracks and records Daily Notes.
- VII. Maintains school activity accounts.

VIII. Reports absenteeism of staff via weekly time sheets to Central Office.

IX. Answers phones and requests for teachers, parents, and students.

X. Greet and assists all people entering the building.

XI. Secures substitutes for all staff.

XII. Orders supplies for staff.

XIII. Assists teachers, staff, and administrators with computer questions.

XIV. Publishes weekly newsletter to parents.

XV. When necessary, acts as liaison between staff, parents, general public and the Principal.

XVI. Records daily attendance, following up with phone calls to parents, if necessary.

XVII. Distributes interoffice and general mail.

XVIII. Performs other duties as assigned by the Principal.

EQUIPMENT USED:

Computer, printer, typewriter, calculator, telephone, inter-school intercom, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, working around moving objects, working alone

TERMS OF EMPLOYMENT:

Salary and work year in accordance with negotiated collective bargaining agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Pond Cove Principal will perform the evaluation.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: Draft: November 28, 2006

(See 5/13/2025 - Administrative Specialists' job descriptions)