ADMINISTRATIVE SPECIALISTS

school-based office support staff; bargaining unit; school-year

- Athletics - Administrative Specialist
- CEHS Bookkeeper - Administrative Specialist
- CEHS Main Office - Administrative Specialist
- CEHS Registrar - Administrative Specialist
- CEMS Registrar/Main Office - Administrative Specialist
- CEMS Bookkeeper - Administrative Specialist
- PCES Bookkeeper - Administrative Specialist
- PCES Registrar - Administrative Specialist
- Administrative Support to District Health Department - Secretary/Health Aide
- Administrative Support to Middle School Guidance Department

Athletics - Administrative Specialist

QUALIFICATIONS

Education/Certification:

Associate degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.

Special Knowledge/Skills:

- Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.
- Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
- Must maintain strong attention to detail.
- Demonstrated ability to exercise independent judgement, prioritize tasks and work independently with a high degree of accuracy.
- Demonstrated computer skills.
- Must be team oriented with excellent interpersonal and communication skills.
- Must be willing to participate in ongoing in-service training as requested.
- Must maintain a high level of ethical behavior and confidentiality of information as required by law.

Experience:

Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO:

Athletic Administrator

JOB GOAL:

To assist the Athletic Administrator with tasks necessary for the efficient operation of the athletic office and school.

PERFORMANCE RESPONSIBILITIES:

- Works in cooperation with all Administrative Specialists to act as the first line of defense, prioritizing the security and safety of the students, staff and visitors, and ensuring that only authorized individuals are allowed access into the school building.
- Provides administrative support to the Athletic Administrator.

- Managing the daily operations of athletic events ie; schedules, transportation, assignor's, official's, coaches, student athletes.
- Building, maintaining, and updating the online scheduling software - SchoolToday (RST)
- Entering all high school and middle school schedules into RST.
- Communications and maintenance of records concerning details of all athletic events.
- Scheduling of timers, scorekeepers and announcers for all home contests and maintaining records regarding that schedule.
- Calculating and processing the payment for all home game workers at the end of each season (sent to the Business Office for payment)
- Coordinating, calculating and scheduling transportation with the Transportation Dept. for all offsite events and/or practices.
- Communicating and coordinating events with the Facilities Dept. for indoor and outdoor events.
- Communicating and coordinating with the Public Works Dept. for outdoor events (mowing, prepping and lining of fields etc.).
- Communicating and coordinating with Assignors for each sport: submitting schedules etc.
- Confirming and ensuring each home event has "officials" on a daily basis.
- Understanding and utilizing the "Arbiter" site, printing "officials" payment vouchers as well as processing payment vouchers via "Arbiter Pay"
- Entering, updating and submitting the requested and required information into the MPA site as well as using "Jot Forms".
- Preparing and updating rosters of all sports teams.
- Communicating with new coaches re: background checks, fingerprinting and MPA requirements as well as keeping track of renewal dates etc.
- Communicating with and coordinating with the Business Office:
    - Onboarding new coaches - required paperwork (with HR)
    - Coaching staff lists for each season (shared spreadsheet)
    - Coaching staff payroll (Payroll Specialist)
    - Stipend amounts (Payroll Specialist)
    - Booster funded coaching staff - acquiring funds from each booster group
- Manage, maintain, update & print end of season certificates and WMC certificates for each team
- Assists in the backup of the Main Office when needed
- Maintain Office Equipment
- Performs other duties as assigned by the Athletic Administrator.

EQUIPMENT USED:

Computer, printer, calculator, telephone, copy machine, fax 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 Athletic Administrator 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:

March 13, 2007

Revised:

May 13, 2025

CEHS Bookkeeper - Administrative Specialist

QUALIFICATIONS:

Education/Certification:

Associate Degree or equivalent work experience in accounting/finance. Hold a valid State of Maine Criminal History Records Check Approval.

Special Knowledge/Skills:

- Must be team oriented with excellent interpersonal and communication skills.
- Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below.
- Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
- Demonstrated ability to exercise independent judgment, prioritize tasks, and work independently with a high degree of accuracy.
- Demonstrated computer skills.
- Knowledge and experience with QuickBooks, ERP (Tyler Technologies), PowerSchool, Microsoft Office, Google Suite
- Experience with or knowledge of accounting principles, including the recording and measurement of financial transactions
- Experience analyzing and the reconciliation of financial records or bank statements.
- Skill in or experience with managing budgets.
- Must be willing to participate in ongoing in-service training as requested.
- Must maintain a high level of ethical behavior and confidentiality of information as required by law.

Experience:

Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO:

High School Principal and Assistant Principals

JOB GOAL:

To provide the Principal, Department Heads, and CESD Staff financial information necessary for the efficient operation of the school, work and negotiate with suppliers to

purchase goods and services for the school on behalf of the staff, maintain accurate financial records and provide reconciliation of financial records.

PERFORMANCE RESPONSIBILITIES:

- Works in cooperation with all Administrative Specialists to act as the first line of defense, prioritizing the security and safety of the students, staff and visitors, and ensuring that only authorized individuals are allowed access into the school building.
- General accounting of school checking account, student activities account, school credit card and school's town budget account. Inclusive of maintaining accurate and complete receipts and records, review and authorization of payments, reconcile credit card and all accounts
- Work with staff in the purchasing of necessary school supplies in a timely and efficient manner
- Communicate with families, students, CESD staff regarding the assessment of school fees and the subsequent collection of funds due
- Communicate with vendors regarding ordering, delivery and any billing concerns
- Prepare and provide budget reports for department heads
- Maintain office equipment.
- Prepare documents and organize administrative functions as they relate to graduation and opening of school and provides support for graduation tasks
- Updates the school database as needed
- General receptionist duties.
- Assists faculty, parents, and students with questions and requests.
- Assists registrar/scheduling/attendance specialists with duties as needed
- Assists counseling personnel with testing and other duties as assigned
- Performs other duties as assigned by the School Administration.

EQUIPMENT USED:

Computer, printer, calculator, telephone, copy 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:

March 13, 2007

Revised:

May 13, 2025

CEHS Main Office - Administrative Specialist

QUALIFICATIONS

Education/Certi?cation:

Associate degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.

Special Knowledge/Skills:

- Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below:
  - Ensuring security/safety of the building and its occupants
  - Strong organizational skills
  - Handle multiple projects professionally
  - Computer skills
  - Exercise independent judgement, prioritize tasks and work independently with a high degree of accuracy
  - Team oriented with excellent interpersonal and communication skills
  - Willing to participate in ongoing in-service training as requested
  - Maintain a high level of ethical behavior and con?dentiality of information as required by law

Experience:

Demonstrated aptitude or competence for successful ful?llments of assigned performance responsibilities.

REPORTS TO:

CEHS Principal & Co-Assistant Principals

JOB GOAL:

To assist the Principal & the Co-Assistant Principals with tasks necessary for the e?cient operation of the school.

PERFORMANCE RESPONSIBILITIES:

- Works in cooperation with all Administrative Specialists to act as the first line of defense, prioritizing the security and safety of the students, staff and visitors, and ensuring that only authorized individuals are allowed access into

the school building.

- Provide administrative specialist support
- Prepare all attendance reports for the Co-Assistant Principals
- Monitor the daily and per period attendance using PowerSchool
- Send daily skip reports to teachers and students
- Assign & monitor locker distribution
- Order & maintain the inventory of school supplies
- Maintain office equipment
- Assists faculty, parents, and students with questions and requests
- Create and send Daily Announcements to parents, students, and staff via the preferred platform
- Compile student attendance data via phone calls/message, email, eNote *(a PowerSchool customization)* & handwritten note collection
- Provide support for graduation committee tasks
- Maintain the main conference room schedule via Google Calendar
- Answers phone and respond to all requests by teachers, parents, and students
- Complete tardy and dismissal slips to students as needed
- Greet and assist all people entering the building
- Distribute incoming U.S. mail
- Perform other duties as assigned by the Principal & the Co-Assistant Principals

EQUIPMENT UTILIZATION:

Laptop computer, copier with printing, scan, and fax operations, mailing system machine, and other general office equipment

WORKING CONDITIONS

Mental Demands

Calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting

Physical Demands

Sitting, standing, climbing stairs, adjusting, connecting, lifting (up to 25lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions

Inside, and comfortable working alone

TERMS OF EMPLOYMENT:

Wages 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 re?ects the general requirements necessary to describe the principal functions or responsibilities of the job identi?ed 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

Revised:

May 13, 2025

CEHS Registrar - Administrative Specialist

QUALIFICATIONS

Education/Certification:

Associate’s degree or equivalent work experience required. Bachelor's degree preferred. Hold a valid State of Maine Criminal History Records Check (CHRC) approval.

Special Knowledge/Skills:

- Must be team oriented with excellent interpersonal and communication skills and the ability to interact professionally with students, families and staff.
- Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.
- Must possess strong organizational skills and attention to detail, as well as the ability to professionally handle multiple projects simultaneously.
- Experience in school administration, student records management, or a related field.
- Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
- Demonstrated computer skills with a strong proficiency in student information systems and Microsoft Office Suite.
- Must be willing to participate in ongoing, in-service training as requested.
- Must maintain a high level of ethical behavior and confidentiality of information as required by law, including FERPA.

Experience:

Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO:

High School Principal and Assistant Principals

JOB OVERVIEW:

The Cape Elizabeth High School Registrar is responsible for creating the framework for teacher assignments and scheduled classes, managing and maintaining student records, ensuring compliance with State and Federal regulations, and providing essential support to students, families and staff regarding enrollment, transcripts and graduation requirements. The role requires strong organizational skills, attention to detail and excellent communication abilities to ensure smooth administrative operations within the school.

PERFORMANCE RESPONSIBILITIES:

Access Control:

- Works in cooperation with all Administrative Specialists to act as the first line of defense, prioritizing the security and safety of the students, staff and visitors, and ensuring that only authorized individuals are allowed access into the school building.

Student Records & Data Management:

- Maintain accurate and confidential student records, including enrollment, grades and transcripts.
- Process new student enrollments, transfers, and withdrawals while ensuring proper documentation and compliance with school policies.
- Manage student information in the school database (i.e., PowerSchool) and generate reports as needed.
- Ensure compliance with FERPA (Family Educational Rights and Privacy Act) and other privacy requirements when processing student data.
- Handle functions related to production and distribution of student schedules at the beginning, middle and end of the school year.
- Confirms funding and prepares check requests and correspondence related to student scholarship awards.
- Prepare, organize and send transcripts, records and other documentation related to college and post-secondary applications for students.

Enrollment & Graduation Support:

- Assist students and families with the enrollment process, including verifying residency and required documentation.
- Coordinate and process transcript requests for current students, alumni, scholarships and college applications.
- Work closely with school counselors and administrators to ensure students meet all graduation and credit requirements.
- Organize and advertise available scholarship opportunities for students.

Communication & Customer Service:

- Serve as a primary point of contact for students, parents and staff regarding records, enrollment and scheduling.
- Provide support and guidance to families navigating the enrollment or transfer process.
- Collaborate with teachers, counselors and administration to provide timely and accurate student data.

Administrative & Compliance Duties:

- Prepare state and federal reports related to student enrollment and academic progress and submit them to the Office of the Superintendent for certification and submission.
- Prepares Program of Studies to be submitted to the Office of the Superintendent.
- Use PowerScheduler and the Program of Studies to create student course selection and the master schedule, in consultation with school counselors, administrators and technology department personnel.
- Assist school counselors with student scheduling and registration for courses, ensuring proper class placement.
- Coordinate standardized testing data and student records related to assessments.
- Assist Performs other duties as assigned by the High School Principal and Assistant Principals
- Assist the Director of Athletics by providing student data for All-Academic Team Honors.
- Organize all aspects of the Maroon Medal Society.
- Initiate and organize theme-based activities (i.e., Military Exploration Day, Trades Day) to expand the possibilities for post-secondary opportunities.

EQUIPMENT USED:

Computer, printer, calculator, telephone, copy machine, facsimile software, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands:

Access control, emotional, 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 25lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment.

Environmental Conditions:

Inside, no access to sunlight, working around moving objects, working alone.

TERMS OF EMPLOYMENT:

Wages and work year will be in accordance with the negotiated collective bargaining agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job overview 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:

March 13, 2007

Revised:

May 13, 2025

CEMS Registrar/Main Office - Administrative Specialist

QUALIFICATIONS

Education/Certification:

Associate’s degree or equivalent work experience required. Bachelor's degree preferred. Hold a valid State of Maine Criminal History Records Check (CHRC) approval.

Special Knowledge/Skills:

Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below:

- Must be team oriented with excellent interpersonal and communication skills and the ability to interact professionally with students, families and staff.
- Must possess strong organizational skills and attention to detail, as well as the ability to professionally handle multiple projects simultaneously.
- Experience in school administration, student records management, or a related field.
- Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
- Ensure security/ safety of the building and its occupants.
- Demonstrated computer skills with a strong proficiency in student information systems and Microsoft Office Suite.
- Must be willing to participate in ongoing, in-service training as requested.
- Must maintain a high level of ethical behavior and confidentiality of information as required by law, including FERPA.

Experience:

Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO

Middle School Principal and Assistant Principal (AP)

JOB GOAL

To assist the Principal & Assistant Principal with tasks necessary for the efficient operation of the school. The role requires strong organizational skills, task prioritization, attention to detail and excellent communication abilities to ensure smooth administrative operations.

PERFORMANCE RESPONSIBILITIES

Daily Tasks:

- Work in cooperation with all Administrative Specialists to act as the first line of defense, prioritizing the security and safety of the students, staff and visitors, and ensuring that only authorized individuals are allowed access into the school building.
- Greet all visitors, students, staff, and assist with any questions or requests.
- Facilitate any sign ins/ or sign outs of visitors and students.
- Answer all phone calls and emails and distribute them as needed.
- Monitor all doors/ entrances and supervise cameras.
- Point of contact to facilitate custodial or maintenance requests.
- Support with daily coverage needs.
- Filter through all calls, emails and school database notes to complete tardy and dismissal slips as requested.
- Update and maintain daily attendance records so coding is correct in the school database, and complete parent outreach as necessary.
- Assist AP with attendance reports and adding to NEO reports.
- Provide daily attendance summary and announcements to CEMS Staff.
- Update and maintain school calendars.
- Assist in supervision of students sent to the office.

Registrar/School Records:

- Maintain accurate and confidential student records, including enrollment, grades and transcripts.
- Process new student enrollments, transfers, and withdrawals while ensuring proper documentation and compliance with school policies.
- Manages transfer and transition of students and records out of CEMS.
- Manage student information in the school database (i.e., PowerSchool) and generate reports as needed.
- Coordinate and process transcript requests for school applications.
- Serve as a primary point of contact for students, parents and staff regarding records and transcript requests.
- Ensure compliance with FERPA (Family Educational Rights and Privacy Act) and other privacy requirements when processing student data.

- Assist students and families with the enrollment process, including verifying residency and required documentation.
- Maintain student class lists in the school database.
- Prepare and maintain progress reports and report cards. Including storing grades.
- Perform weekly student attendance audits.
- Assist teachers and staff with school database questions.
- Handle functions related to production and distribution of student schedules throughout the school year.
- Assist school counselors with student scheduling and registration for courses, ensuring accurate placement in the school database.
- Assist in creation of placement spreadsheets with student lists.
- Update and maintain student demographic information in the school database at the beginning of each year.
- Maintain student cumulative files.
- Update school database when IEP/504 plans change.
- Assist in maintenance of student behavior records.
- Coordinate and group tickets for distribution regarding standardized testing and assessments.
- Perform other duties and projects as assigned by the Principal and Assistant Principal.

EQUIPMENT USED

Laptop computer, security camera system with doorbell, radio, printer, telephone, copier with printing, scan and fax operations, laminator, and other pieces of general office equipment.

WORKING CONDITIONS

Mental Demands:

Communicating, 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 25lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment.

Environmental Conditions:

Indoors, working in a busy environment, comfortable working alone.

TERMS OF EMPLOYMENT

Wages and work year will be in accordance with the negotiated collective bargaining agreement.

EVALUATION

The basis of the evaluation will be the extent to which the performance responsibilities of the job overview are met. The Middle School Principal will perform the evaluation.

NOTE:

The above job description reflects the general requirement 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:

March 13, 2007

Approved:

May 13, 2025

CEMS Bookkeeper - Administrative Specialist

QUALIFICATIONS

Education/Certification:

Associate Degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.

Special Knowledge/Skills:

- Must be team oriented with excellent interpersonal and communication skills.
- Knowledge, understanding, and demonstrated aptitude or competence in the
- performance responsibilities listed below.
- Must possess strong organizational skills as well as the ability to handle multiple
- projects professionally.
- Demonstrated ability to exercise independent judgment, prioritize tasks, and work
- independently with a high degree of accuracy.
- Demonstrated computer skills.
- Knowledge and experience with Quickbooks and ERP (Tyler Technologies) software, PowerSchool, S'More, Frontline, Google Suite
- Experience with or knowledge of accounting principles, including the recording and measurement of financial transactions
- Experience analyzing and the reconciliation of financial records or bank statements.
- Skill in or experience with managing budgets.
- Must be willing to participate in ongoing in-service training as requested.
- Must maintain a high level of ethical behavior and confidentiality of information as
- required by law.

Experience:

Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO

Middle School Principal and Assistant Principal

JOB GOAL

To provide the Principal financial information necessary for the efficient operation of the school, work and negotiate with suppliers to purchase goods and services for the school on behalf of the staff, maintain accurate financial records and provide reconciliation of financial records. To assist the Principal with tasks necessary for the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES

I. Provides Registrar/CEMS Main Office Administrative Specialist with Reception Support:

- Works in cooperation with all Administrative Specialists to act as the first line of defense, prioritizing the security and safety of the students, staff and visitors, and ensuring that only authorized individuals are allowed access into the school building.
- Greeting Visitors, Students, Staff when Registrar/CEMS Main Office Administrative Specialist is not available
- Facilitating Sign In and Distributing Visitor ID Badges when Registrar/CEMS Main Office Administrative Specialist is not available
- Answering Phone Calls and taking messages when Registrar/CEMS Main Office Administrative Specialist is not available
- Assists with filtering through Voicemails and following up with the people who need to know
- Assists with monitoring the front door and supervision of cameras at CEMS

II. Budget and Bookkeeping Work: General accounting of school checking account, student activities account, school credit card and school’s town budget account. Inclusive of maintaining accurate and complete receipts and records, review and authorization of payments, reconcile credit card and all accounts.

- Managing School Budgets, annual collection of details for a CEMS needs based budget with Principal
- Purchasing of necessary school supplies and material in a timely and efficient manner
- Creating and managing Purchase Orders and Check Requests
- Assessing and tracking student fees, including Athletic Fees and Field Trip Fees
- Tracking Credit Card Transactions and maintaining documentation of payments
- Requesting W9’s and Tax Exemption Status from Vendors

- Communicate with vendors regarding ordering, delivery and any billing concerns
- Maintaining/bookkeeping of CEMS student activity account, going to bank to make deposits, reconciliations of student activities accounts
- Support staff with registration for conferences and Professional Development

III. Communication:

- Writing Newsletters and Other Communication to Parents and Staff
- Managing the CEMS Website with IT
- Working With MSPA
- Working with CEEF

IV. Daily:

- Managing all school calendars
- Fulfill CEMS staff supply requests
- Assisting AP in managing staff absences and substitutes including working with Substitutes - Checking In, Giving Instructions, helping manage Frontline
- Sorting/Distributing Mail and Distributing Delivered items

V. General:

- Assisting Principal and Assistant Principal With Their Duties - Managing their Calendars
- Assisting in Supervision of Students in the Office

VI. School Records:

- Maintaining Student Class Lists in PowerSchool and for Principal and Staff Use
- Assist Registrar/CEMS Main Office Administrative Specialist with updating student PowerSchool demographic information at the beginning of every year
- Assist Registrar/CEMS Main Office Administrative Specialist with the maintenance of student behavior records
- Assist Registrar/CEMS Main Office Administrative Specialist with maintaining the student cumulative files.

VII. Annually:

- Create placement spreadsheets with current student lists for student placement
- Distribute beginning of school year supplies/orders to staff

- Scheduling School Photos
- Planning Beginning and End of year Staff Luncheons and throughout year Staff events
- Update Staff Birthdays on calendar
- Update staff lists including phone lists and email lists

VIII. Performs other duties as assigned by the Principal and Assistant Principal.

EQUIPMENT USED:

Computer, printer, typewriter, calculator, telephone, copy 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:

March 13, 2007

Revised:

May 13, 2025

PCES Bookkeeper - Administrative Specialist

QUALIFICATIONS

Education/Certification:

Associate Degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.

Special Knowledge/Skills:

- Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below.
- Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
- Demonstrated ability to exercise independent judgment, prioritize tasks, and work independently with a high degree of accuracy.
- Demonstrated computer skills.
- Must be team oriented with excellent interpersonal and communication skills.
- Must be willing to participate in ongoing in-service training as requested.
- Must maintain a high level of ethical behavior and confidentiality of information as required by law.

Experience:

Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO:

Pond Cove Principal and Assistant Principal

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES:

I. Works in cooperation with all Administrative Specialists to act as the first line of defense, prioritizing the security and safety of the students, staff and visitors, and ensuring that only authorized individuals are allowed access into the school building.

II. Provides budgetary support to the Principal. Manages individual staff budgets, orders supplies, and manages all incoming deliveries. Tracks all expenditures, and communicates with staff when necessary regarding budgeting procedures. Handles all purchasing and invoices for Pond Cove, and works closely with the Business Office staff personally and via software program to process payments. Manages a school bank account. Assists staff with professional development procedures.

III. Jointly, provides secretarial support to the building administrators.

IV. Jointly, maintains all school records for five grades (K-4 and incoming Kindergarten from January to June), including physical cumulative files, electronic files, and administrative files.

V. Jointly, maintains class lists for each school year across multiple platforms.

VI. Jointly, updates school schedule and calendar as needed across multiple platforms.

VII. Jointly, coordinates and communicates dismissal of all students daily. Communicates with the transportation department regarding any relevant bus issues/updates during the day as well as to drivers en route by radio. Uses transportation software to track student location.

VIII. Jointly, works closely with Community Services to help facilitate their afterschool programs.

IX. Jointly, answers phones and responds to all requests by teachers, parents, and students.

X. Jointly, greets and assists all people entering the building.

XI. Jointly, assists teachers, staff, and administrators with technology, custodial, and maintenance requests, communicating with multiple departments as needed.

XII. Jointly, communicates with parents by multiple means (message app, phone, email) regarding daily student needs, school events, schedule updates, and any other necessary information.

XIII. When necessary, jointly acts as liaison between staff, parents, general public and the School Administration.

XIV. Jointly, records daily student attendance, following up with phone calls to parents, if necessary.

XV. Jointly, distributes interoffice and general mail.

XVI. Jointly, performs other duties as assigned by the School Administration.

EQUIPMENT USED:

Computer, printer, calculator, telephone, inter-school intercom, copy machine, laminator, 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, typing, 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:

March 13, 2007

Revised:

May 13, 2025

PCES Registrar - Administrative Specialist

QUALIFICATIONS:

Education/Certification:

Associate Degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.

Special Knowledge/Skills:

- Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below.
- Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
- Demonstrated ability to exercise independent judgment, prioritize tasks, and work independently with a high degree of accuracy.
- Demonstrated computer skills.
- Must be team oriented with excellent interpersonal and communication skills.
- Must be willing to participate in ongoing in-service training as requested.
- Must maintain a high level of ethical behavior and confidentiality of information as required by law.

Experience:

Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO:

Pond Cove Principal and Assistant Principal

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES:

I. Works in cooperation with all Administrative Specialists to act as the first line of defense, prioritizing the security and safety of the students, staff and visitors, and ensuring that only authorized individuals are allowed access into the school building.

II. Provides secretarial support to the building administrators.

III. Enrolls new students; reviews and approves all registration forms for incoming students on a rolling basis, and for full incoming Kindergarten class from January through August.

IV. Handles transfer of students into and out of the district; contacts other schools, prepares records for transfer, communicates all relevant information to staff and administration.

V. Maintains all school records for five grades (K-4 and incoming Kindergarten from January to June), including physical cumulative files, electronic files, and administrative files.

VI. Creates and maintains class lists for each school year across multiple platforms.

VII. Provides support to the budget process.

VIII. Updates school schedule and calendar as needed across multiple platforms.

IX. Coordinates and communicates dismissal of all students daily, and communicates with the transportation department regarding any relevant bus issues/updates.

X. Answers phones and responds to all requests by teachers, parents, and students. XI. Greets and assists all people entering the building.

XI. Secures substitutes for all teaching staff, communicates daily staff absences, and arranges internal coverage for all absent staff responsibilities.

XII. Orders supplies for staff.

XIII. Assists teachers, staff, and administrators with technology, custodial, and maintenance requests, communicating with multiple departments as needed.

XIV. Communicates with parents by multiple means (message app, phone, email) regarding daily student needs, school events, schedule updates, and any other necessary information.

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

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

XVII. Distributes interoffice and general mail.

XVIII. Performs other duties as assigned by the School Administration.

EQUIPMENT USED:

Computer, printer, calculator, telephone, inter-school intercom, copy machine, laminator,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, typing, 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

March 13, 2007

Revised

May 13, 2025

Administrative Support to District Health Department - Secretary/Health Aide

TITLE: Administrative Support to District Health Department - Secretary/Health Aide

QUALIFICATIONS:

Education/Certification:

I. Associate degree or equivalent work experience.

II. Emergency Medical Technician license.

III. Hold a valid state of Maine Criminal History Record Check (CHRC) approval.

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. Training, skills, and demeanor necessary to respond professionally and calmly as a first responder in emergency health situations until the arrival of other medical personnel.

IV. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.

V. Demonstrated computer skills.

VI. Must be team oriented with excellent interpersonal and communication skills.

VII. Must be willing to participate in ongoing in-service training as requested.

VIII. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: School nurses and building administrators. High School Principal is the primary evaluator and supervisor.

JOB GOALS:

To assist the District Nurses and school administrators with tasks necessary for the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES:

I. Provides school nurses with secretarial support.

II. Act as receptionist for High School Health Office and Middle School/Pond Cove Health Office when present at those offices.

III. Assist with maintenance of supplies and equipment; necessary communication and record keeping regarding ordering and inventorying of supplies.

IV. Office record keeping, filing, and correspondence with parents, students, and others.

V. Maintenance of student medical records for the district.

VI. Preparation of Health Department budget in consultation with school nurses and building administrators.

VII. Preparation and submission of state reports for student immunizations, hearing, vision, and scoliosis, and other state reports that may be required in the future.

VIII. Medical care for students at the High School and Middle School on first responder basis when present at those schools.

IX. Hearing and vision testing for high school students.

X. Substitute teacher calling.

XI. Screening and organization of mail for High School health office and Middle School health office when present at that school.

XII. Shares summer coverage as scheduled.

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

XIV. Performs other duties as assigned by the school nurses or building administrators.

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, responding effectively in emergency situations

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifing (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 February 2007

Administrative Support to Middle School Guidance Department

TITLE: Administrative Support to Middle School Guidance Department

QUALIFICATIONS:

Education/Certification:

I. Associate degree or equivalent work experience.

II. Hold a valid state of Maine Criminal History Record Check (CHRC) approval.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.

Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Middle School Guidance Counselors and Middle School Principal

JOB GOALS:

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

PERFORMANCE RESPONSIBILITIES:

I. Provides administrative secretarial support for Guidance Counselors.

II. Prepare guidance budget.

III. Maintains the student cumulative files.

IV. Registers new students.

V. Answers 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, lifing (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 in consultation with the Principal.

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 January 17, 2007