

**CAPE ELIZABETH SCHOOL DEPARTMENT**  
**Job Description**

**TITLE:** Administrative Support to Middle School Principal

**QUALIFICATIONS:**

1. **Education/Certification:** Associate degree or equivalent work experience.  
Hold a valid State of Maine Criminal History Records Check Approval.
  
2. **Special Knowledge/Skills:**
  - a. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.
  - b. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
  - c. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
  - d. Demonstrated computer skills.
  - e. Must be team oriented with excellent interpersonal and communication skills.
  - f. Must be willing to participate in ongoing in-service training as requested.
  - g. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
  
3. **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:**

1. Provides administrative secretarial support.
2. Provides support for the budget process.
3. Maintains the student activity accounts
4. Reports absenteeism of staff to central office
5. Answer phones and requests for teachers, parents, students
6. Assist in maintaining administrative records of students and staff
7. Assist in ordering supplies and maintains purchase orders for middle school
8. Assists teachers, staff, and administrators with computer questions
9. Performs other duties as assigned by the Principal.

**EQUIPMENT USED:**

Job Description  
Administrative Support to MS Principal (continued)

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 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:

Job Description  
Administrative Support to MS Principal (continued)

*Draft: November 28, 2006*