

## EAST ALLEGHENY SCHOOL DISTRICT

October 15, 2018

The following position is posted. If you wish to apply, please return the completed application form and a resume to the Superintendent's office, attention Jamie Griesbaum, by Thursday, October 25, 2018.

POSITION: High School Data Secretary  
SUPERVISOR: Junior/Senior High School Principals, Director of Fiscal Affairs,  
Superintendent  
HOURS: 7:00 a.m. to 3:30 p.m.  
LOCATION: EA Jr/Sr High School  
PAY RATE: Current hourly rate or new hire graduated scale as per the 2015-2020 EAEASP Agreement  
Starting base rate of \$13.97 per hour, or 70% of full rate.

### General Qualifications:

1. High School Graduate
2. Proficient in typing and basic office procedures and operation of standard office equipment
3. Proficient in English grammar, spelling, and composition
4. Good communication skills
5. Understanding sensitivity and ability to effectively relate and communicate with students, parents, personnel and other agencies
6. Computer skills using various software applications: Microsoft Word, Excel, Publisher, Google applications
7. Ability to process, log, balance and reconcile all student activities accounts. Banking knowledge is an advantage.

### Job Summary:

To maintain all areas of student data information. Produce any and all requested reports including interims, report cards, scheduling, student accounting and various other reports as needed, in a timely manner. This position requires careful attention to procedures, prompt execution of all work assignments and an attitude that reflects the EASD values and philosophy. The scope of this position involves confidential information.

### PRIMARY DUTIES AND RESPONSIBILITIES:

1. Correct any student data information for changes in homeroom, withdrawals, and student accounting information. Process monthly 20-day roster sheets for HR teachers. Process all letters of communication not limited to attendance, grading criteria, standardized testing and all other documents as directed by supervisors listed above to be sent home by US mail or distributed for parents/guardians.
2. Maintain and correct PIMS information as needed.
3. Prepare and print high school reports involving discipline, attendance and any other data-driven documents as requested by administrators listed above.
4. Print and process interim and grade sheets every 9-week period. Print Progress Reports and mailing, print and distribute report cards, by homeroom or by mail. Print and post honor roll and high honor roll, mail honor roll letters to parents/guardians. Enter Forbes Road, Alternative Education and cyber grades.
5. Incomplete grade list must be recalculated after due date. Make any necessary grade changes.
6. Process labels for building and guidance use. Print roster verifications for teachers and new 9-week cycle rosters. Update lists as necessary (gifted, special education, Forbes Road, etc.) and provide copy to teachers of these specific students.
7. Process discipline referrals, schedule informal hearings and mail notice. Maintain and print detention, CSC and ABC lists, file accordingly. Prepare monthly and yearly discipline reports to Superintendent and district office as well as information to Student Assistance, etc. Maintain and update Safe Schools Online tool accordingly.
8. Maintain a current record of all transactions involving Student Accounts. Send letters to parents/guardians for any students who may owe money for lost books, calculators, student parking fees, etc. Hold report cards and diplomas until debt is paid.
9. Process out of District reports.

## High School Data Secretary

10. Prepare open room list, assign homerooms, and update homework hotline yearly. Prepare and distribute yearly grading calendar and make updates as necessary yearly.
11. Enter and update emergency care cards for grades 7-12.
12. Coordinate transportation for Charter, non-public and private school students within the District using Excel.
13. Track AEDY Attendance, house files, verify referral packets, Grades 7-12.
14. Create and track parking passes for students and staff.
15. Safe Schools Report/Quarterly/AEDY year-end, Grades 7-12.
16. Prepare checks for payment through student activities accounts in a reasonable time frame when requested. Reconcile monthly checking account and money fund account. Distribute interest earned from money fund account, post to each individual student activities account.
17. Prepare deposits as needed making sure amounts are so noted in correct activities' accounts.
18. Manage and facilitate processes for Graduation as follows: Preparation of purchase orders for graduation material and some office items as necessary. Facilitate senior cap and gown measurements, place order and collect fees. Order administration and faculty attire for graduation and distribute items when received and collect graduation attire after the ceremony for return to the company. Develop graduation program using Publisher. Prepare tickets for graduation for administration, faculty and students. Contact Maintenance Supervisor to request chairs for graduation. Assemble graduation diplomas, mini diplomas and HR information for teachers.
19. Student of the Month. Grades 9-12– print lists and tally and distribute information to teachers and administration.
20. Pawsitive Behavior Program, Grades 9-12.
21. Awards – provide necessary information to person in charge of Academic Awards as well as documentation of those students who are to receive Honor Roll, High Honor Roll and Perfect Attendance. Provide necessary documentation to person in charge of Academic Breakfast relative to those students who qualify to attend the Academic Breakfast.
22. Provide secretarial support in all matters. Process telephone and facsimile communications. Compose and process all correspondence as directed by administration. Make copies as necessary and requested by administration. Sort and prepare mailings as needed.
23. Work the front office (answer phones, process early dismissals, late arrivals, student issues, administrative and/or custodial concerns) according to the rotation schedule and when additional staff support is necessary.
24. Prepare box office money box, tickets, and balance sheets for music department when concerts or musicals are being held. Collection of box office receipts to be placed in safe in data office during date of performance.
25. Prepare discipline reports to appropriate sponsors when needed for field trips according to handbook guidelines as to who cannot attend. Reimbursement of any trip monies due to parents/guardians due to trip cancellations.
26. Address Go.Edustar issues as needed.
27. Distribute, track and log Cyber school computers/supplies.
28. Renew skills to meet those required by increased use of technology and/or the initiating of new policies and practices. Assists building population (students, parents, staff and administrators) with building requests and assigned tasks.
29. Print and prepare yearly scheduling operations with guidance office. Scan and print course selections for students and distribute those selections to the upcoming 7-12 students.
30. **Maintain confidentiality concerning district and school population information and any other sensitive information.**
31. **Any other duties as assigned by administrators listed above.**

## SPECIFIC SKILLS/TEMPERMENT

1. Must be able to work in an environment with frequent interruptions.
2. Able to make judgments and work under high level of stress.
3. Good organization and multi-tasking skills.
4. Positive attitude and ability to be patient in stressful situations.
5. Ability to maintain professionalism at all times.
6. Team player; enjoy working with and helping others.

High School Data Secretary

COMPLETE FORM BELOW AND RETURN TO JAMIE GRIESBAUM, by Thursday, October 25, 2018  
(Please include a resume attesting to your qualifications for the position):

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Date

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Signature

\_\_\_\_\_  
Printed Name

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Address

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Phone