Organize and manage the routine work activities of the High School office. Ensure the effective and efficient operation of the High School office by researching and providing information when appropriate and/or by bringing pertinent issues to the attention of the High School Principal.

ignature. Handles phone calls as appropriate. Support the High School Principal by monitoring financial accounts administered by the Principal. Make follow-up inquiries as necessary.

Prepare purchase orders. Verify orders and resolve problems with backorders, items not received, etc. Ensure that orders are delivered to the correct location.

Track the scholarship spreadsheet for approval by the principal and business office. Schedule rooms & maintain room scheduling, including resolving issues and conflicts. Serves as point of contact for the principal and helps coordinate work as needed. Compile data for periodic and special reports. Handle large bulk mailings from the Principal. Assist with processing workers compensation incident reports.

Assist with the production of the faculty handbook. Perform other related duties as assigned by the High School Principal.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this g.