

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – HIGH SCHOOL ATTENDANCE SECRETARY

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Minimum of three years of secretarial experience.

SKILL PREPARATION

Experiential knowledge of office procedures and practices.

Ability to operate a computer and related software with competence.

Ability to exhibit competence in typing with considerable accuracy.

DUTIES AND RESPONSIBILITIES

Be directly responsible to the High School Principal for the completion of all appropriately assigned duties.

Handle information with professionalism, discretion, and confidentiality.

Work in conjunction with the needs of the high school administration and teaching staff.

Perform receptionist duties as assigned for the high school.

Organize and maintain an orderly filing system for student attendance cards and records.

Maintain school calendar and attendance records on PowerSchool.

Admit tardy students, release early dismissal students, and release students in Early College Program, Work Study Program and Half-Day CTC Program, issuing appropriate passes and recording activity on PowerSchool as necessary.

Run PowerSchool attendance reports as appropriate to assure completion of teacher generated attendance.

Run PowerSchool tardy report as required.

Enter PowerSchool absence codes to coordinate with the filing of student excuse cards and notes and run daily reports.

Maintain attendance for the Alternative Education Program.

Maintain students records for educational trips.

Maintain appropriate records and generate appropriate letters for illegal and unexcused absences at three days, 10 days, and 15 days of absence.

Report weekly on students requiring prosecution for excessive absence, generating prosecution letters as required for High School Assistant Principals.

Create, prepare, and distribute the Daily Bulletin.

Assist the building secretary in completion of permits and applications, tracking of substitute teachers, notification of students, and other day-to-day activity essential to the operation of the high school office. Complete monthly attendance reports as required by the High School Principal.

Complete end-of-year attendance reports as required by the High School Principal and VEMIS report as required for the Agriculture Department.

Responsible to work in coordination with the Secretary to the High School Principal and the Building Secretary for the accurate and timely completion of all tasks.

Discharge all other assignments properly delegated by the High School Principal or Assistant Principal.

EVALUATION

Evaluation will be conducted annually by the High School Principal in the areas of skill preparation, job performance, and interpersonal skills.

Approved by Board of School Directors 01/07/08