

**NAME:**

**TITLE:** Attendance Office Secretary

**QUALIFICATIONS:**

1. High School diploma or equivalent
2. Ability to communicate effectively with a variety of people
3. Ability to type accurately at a rate of 60 wpm.
4. Working knowledge of computers
5. Experience equivalent to two years at the secretarial level
6. Such alternatives to the above qualification as the Board may find appropriate and acceptable

**REPORTS TO:** High School Associate Principal

**JOB GOAL:** Provide appropriate services to the District in an efficient and positive manner so that student achievement can be maximized.

**TERMS OF EMPLOYMENT:** Ten-month year. Days and hours to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**PERFORMANCE RESPONSIBILITIES:**

<i>Meets</i>	<i>Needs</i>
<u>Expectations</u>	<u>Emphasis</u>
<b>Data Collection:</b>	

- |       |       |   |
|-------|-------|---|
| <hr/> | <hr/> | 1. While classroom teachers will be responsible for entering attendance and tardies for their classes, the Attendance Office will cover that duty for substitutes or teachers having difficulty. Information provided by parents/guardians, staff and other authorities will be entered as appropriate in to the computer system through the Attendance Office. |
| <hr/> | <hr/> | 2. Based on attendance data available by mid-morning, a call list will be created and calls made to parents/guardians to obtain information/notify on absences.   |
| <hr/> | <hr/> | 3. At the end of the terms, summary printouts of building attendance reports and intervention reports will be run to provide data to building administrators.   |
| <hr/> | <hr/> | 4. Referrals on behavior will be routed to the appropriate parties, and generated as necessary based on the information collected from calls and printouts. Disciplinary interventions will be entered into the computer system coded by incident type and staff member.  |

**Attendance Recording Keeping**

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|-------|-------|---|
| <hr/> | <hr/> | 1. Maintain the computer system record of student attendance. Data collected must be entered in a timely fashion and stored appropriately.  |
| <hr/> | <hr/> | 2. Files for some data must be maintained for historical and immediate purposes. Historical records of attendance must be filed as hard copies to back up the computer system. Records of students involved with the Juvenile Court system must be kept to help us provide the information needed by this agency. |
| <hr/> | <hr/> | 3. Information must be provided to parents/guardians on attendance based on records kept.   |

*Meets*            *Needs*  
*Expectations* *Emphasis*

**Behavioral Record Keeping**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Referrals must be routed to the appropriate parties                            |
| _____ | _____ | 2. Referral interventions need to be recorded in the computer system              |
| _____ | _____ | 3. Theft/loss information must be collected and stored                            |
| _____ | _____ | 4. Reports will be provided to appropriate authorities based on record available. |

**Assisting Students, Patrons and Staff**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Questions about building and district issues will be answered or referred to the appropriate parties. The appropriate channels of communication/decision making will be explained as needed. Help will be provided as much as feasible with the communication/decision making channel contacts that are needed. Familiarity with the building and district policies and procedures is needed to the fullest extent possible. |
| _____ | _____ | 2. Messages for students and staff will be collected and delivered to the best of the staff's ability. The value of class time will be maintained as the primary consideration.   |
| _____ | _____ | 3. In addition to covering the Attendance phone line, when needed, messages will be taken for the Associate Principal and district computer technician.   |
| _____ | _____ | 4. District forms will be provided as available, and explained to the best of the staff's ability.  |
| _____ | _____ | 5. Providing directory information, schedule, locker and other student information as appropriate.  |
| _____ | _____ | 6. Assistance with duplicating equipment and other office machines and supplies will be provided as possible. This includes intercom announcements, the bell system, and fire alarm system.   |
| _____ | _____ | 7. Summoning emergency personnel as needed, when needed.  |

**Supervising Students in the Office Area**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Office aides will be recruited, trained, and supervised in the course of their duties. Their attendance will be recorded, and their work assessed for credit as appropriate. |
| _____ | _____ | 2. Students using office equipment will be monitored.   |
| _____ | _____ | 3. Students sent to the office by staff or self-referral will be supervised.  |

(Nothing in this section should be seen as limiting supervision of students to the office area...the responsibilities of an adult school person exist in all areas that are school property)

**Maintaining Office Records, Forms, and Procedures**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Personal time cards, supply records, maintenance records for some equipment and other records kept for the office will be kept in an orderly and sensible fashion. Frequent evaluation of records kept, their format and sufficiency will occur, with changes as needed, recommended, and implemented. |
| _____ | _____ | 2. Teacher supplies delegated to the Attendance Office will be kept organized and sensibly arranged.  |
| _____ | _____ | 3. Office procedures will be reviewed and revised as needed in terms of the primary goal of complete attendance/behavioral accounting that is easily retrieved, easily summarized and easily communicated.  |

**Meets**            **Needs**  
**Expectations**   **Emphasis**

**Other Duties**

_____	_____	1. Locker assignments will be made through the Attendance Office on a mass basis in the summer. During the school year, this is a Guidance Office function.
_____	_____	2. Help with registration in August.
_____	_____	3. Monitor radio traffic and help with messages
_____	_____	4. Substitute for the nurse when she is unavailable, contacting parents, providing first aid when needed.
_____	_____	5. Performs other duties and responsibilities as the associate principal may assign.
_____	_____	Attendance
_____	_____	Punctuality
_____	_____	Dependability
_____	_____	Relationship with Other Personnel
_____	_____	Relationship with Students/Public
_____	_____	Quality of Work
_____	_____	Cooperation
_____	_____	Work Habits (Neatness, Speed, Etc.)
_____	_____	School Ethics (Confidentiality, Loyalty)
_____	_____	Other _____

**EVALUATION SUMMARY**

I believe that this employee's major strong points are:

1. \_\_\_\_\_  
 \_\_\_\_\_

2. \_\_\_\_\_  
 \_\_\_\_\_

3. \_\_\_\_\_  
 \_\_\_\_\_

I believe that the following areas need improvement:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

I have read this evaluation and have had a conference with the evaluator. \_\_\_\_\_ Yes      \_\_\_\_\_ No

I agree with the evaluator. \_\_\_\_\_ Yes      \_\_\_\_\_ No

If no, with what specific statement(s) do you disagree?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Evaluator \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: 11/12/98  
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