

# WAUNAKEE COMMUNITY SCHOOL DISTRICT

## ATTENDANCE/HEALTH SECRETARY

### Job Description

#### **QUALIFICATIONS:**

1. High school diploma (additional related training desirable but not required).
2. Organizational skills, typewriter/word processing skills and proficiency in communication skills.
3. Ability to operate office machines such as computer, copier, fax machine, and announcement system.
4. Knowledge of software currently used in the District.
5. Ability to assume responsibility, display initiative, and exercise good judgment.
6. CPR/First Aid Certification

**REPORTS TO:** Principal or Associate Principal

#### **GENERAL RESPONSIBILITIES:**

Performs responsibilities necessary to accomplish objectives of a well-run attendance program. Adapts to the variety of responsibilities. Presents a positive image in contacts with the parents, community and staff. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

#### **ESSENTIAL FUNCTIONS:**

1. Attend to student attendance needs in a timely manner.
2. Call parent/guardian to confirm student absenteeism.
3. Collect attendance slips from teachers on a daily basis.
4. Administer and document medications to appropriate students in accordance with Board policy and distribute. Update student records on computer on a continuous basis.
5. Keep principal informed of any attendance problems.
6. Assist parents, students, and teachers who come to the office.
7. Answer telephone, take messages, and screen calls.
8. Prepare correspondence relating to the attendance office. Prepare student absenteeism memo to be sent to parent/guardian.

9. Administer first aid to injured students and assist students who become ill in accordance with district policies and procedures. Prepare accident reports as required and forward to business office. Keep a log on each student seen by the nurse. Contact parent/guardian if necessary. Assist students with any communicable diseases and report to nurse and parents.
10. Prepare the following reports:
  - a. Third Friday in September Report and January Report in coordination with principal.
  - b. Quarterly class attendance reports to be completed one week after end of each quarter.
  - c. Year-end State Department of Public Instruction report to be completed one week after school year completion.
  - d. Summary sheets for State Performance report to be completed one week after school year completion.
  - e. Recording of school fees and morning milk – including preparing monthly milk report.
  - f. SASSI reports
11. Prepare for registration day.
12. Process new student records.
13. Maintain confidentiality and loyalty to employer.
14. Provide coverage of the Health Office in the absence of the Health Assistant including during the Health Assistant's lunch and breaks.
15. Complete the necessary training as directed by the Nurse

**OTHER FUNCTIONS:**

1. Perform other responsibilities as requested by supervisor.
2. Promote a positive image of the District at all times.

Adopted: 4/22/91

Revised: March 1994  
9/8/97  
April 2002  
October 2006  
July 2012

Waunakee Community School District