



SECRETARY

SECRETARY ATTENDANCE

JOB DESCRIPTION

JOB TITLE: Secretary Attendance
REPORTS TO: Principal
LOCATION: Campus Assigned

FLSA STATUS: Non-Exempt
PAY GRADE: CLS-07
DAYS: 192
JOB ID & DATE: CLS-24, June 2023

JOB PURPOSE SUMMARY

The School Attendance Secretary plays a critical role in maintaining accurate attendance records, promoting student punctuality, and supporting the school's administrative functions. This position involves recording and tracking student attendance, communicating with parents and guardians, and assisting school staff in ensuring compliance with attendance policies.

REQUIREMENTS

Education Level Details

High School Diploma or GED

License / Certification Required

Valid Driver license

Work Experience Required

3 year basic office experiences preferred

Other Skills and Abilities Required

Demonstrated broad knowledge of major educational business office administrative support secretarial functions, modern office terminology, procedures, and equipment

Ability to use personal computer and software to develop spreadsheets and databases, and do word processing

Proficient keyboarding, file maintenance, and 10-key skills

Ability to meet established deadlines

Strong communication skills, both orally and in writing

Ability to interact with top level officials and all staff with tact, courtesy and diplomacy

Ability to follow complex oral and written instructions

Ability to maintain a high level of confidentiality concerning district, personnel, customer and vendor information

Bilingual preferred

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Monitoring attendance including making daily phone calls, checking with students, and managing parent messages.
- Managing attendance plans including writing, addressing and sending attendance letters, scheduling parent meetings, conducting parent home visits, and attending district meetings or court hearings

Records and Reports

- Issues absence and tardy slips to students during the first hour of the day or at the scheduled time for the building.
- Assists in the collection of attendance reports from the classroom.
- Assists in keeping daily attendance sheets and tardiness records.
- Confers with parents on daily absences and makes telephone calls when necessary.
- Receives and routes all incoming calls.
- Maintains required students' enrollment and attendance records.
- Adds new students and withdraws students on the computer.
- Compile, maintain, file, and distribute all reports, records, and other documents as required following established procedures.
- Keeps informed of and complies with state and district policies and regulations.

Other

- Assist in the campus office as needed.
- Participates in training sessions, faculty meetings, and special events, as required.
- Maintain confidentiality.

- Follow district safety protocols and emergency procedures.
- Perform other job-related duties as assigned by the campus principal or designee.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The Employee may be required to work from a remote location in the event of a district shut-down or other event. The employee may be required to work evenings and weekends during enrollment / registration periods and attend events where community members are in attendance.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____

Employee ID Number: _____

Signature: _____

Date: _____