



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Attendance Secretary

(Rev. 12/17/2012, Rev. 04/28/2016)

Qualifications:

1. High school diploma
2. Demonstrated office skills
3. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To: Principal

Supervises: Student Aides

Job Goal: Provide clerical services in an organized and professional manner.

Performance Responsibilities:

1. Implement necessary procedures to monitor student attendance by maintaining entire attendance records, mandated by N.J.S.A. and N.J.A.C., on the computer.
2. Approve and record all signing in and signing out of the students.
3. Keep attendance records of each student up to date and accurate using attendance forms approved by the Administration. This information is to be recorded in the computer on a daily basis.
4. Generate daily computer printout of student absenteeism and lateness bulletin to be distributed to the entire staff.
5. On a daily basis, verify every student absence not called in by a parent by contacting that parent or guardian by phone.
6. Notify Assistant Principals' offices and Guidance of students whose absences are expected to be lengthy due to illness, injury, etc.
7. Prepare and mail attendance letters to the homes of students every five, ten, twelve and over twelve days of absences.
8. Supply Assistant Principals with a monthly printout of students' latenesses.
9. Answer telephone calls from parents on matters relating to attendance.
10. Appear in Municipal Court whenever a writ is served.
11. Make appointments for the Appeals Committee when requested by parents or when the Administration deems it necessary.
12. Prepare and submit Enrollment Report and Attendance Letters Report for the monthly Board of Education meetings.
13. Submit discipline referrals of truant students to the Assistant Principals.
14. Monitor and record in the computer attendance of Vocational School students.
15. Annually prepare the end of year state mandated attendance reports.
16. Assign I.D. numbers and homerooms.
17. Record, in the computer, demographics on new students.
18. Inactivate students from the computer when they transfer out of the district.
19. Record in the computer students being assigned to or removed from home instruction.
20. Record the monthly attendance of the Logan students in appropriate journal and forward report to the Logan Administration office.
21. Meet with the Assistant Principals and other Appeal Committee members periodically to determine which cases are to be reviewed.
22. Supply students with attendance information and printouts upon request.



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23. Maintain separate files for each student containing notes supporting absences, latenesses, early dismissals and any other pertinent information.
 24. Inform Administration on a weekly or bi-weekly basis of the ineligibility of students due to excessive attendance.
 25. Perform all other duties as deemed necessary by the Administration.
 26. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Secretary
Pay Grade/Compensation Structure:	G15
Evaluation:	In accordance with Board policy
Job Code:	9300

Signature

Date