JOB DESCRIPTION
Tahoe Truckee Unified School District

HIGH SCHOOL ATTENDANCE SECRETARY

Purpose Statement:

The job of High School Attendance Secretary is done for the purpose/s of collecting and maintaining student attendance information at the assigned site; meeting district, state and federal requirements relating to attendance processes including parent notification; preparing and distributing attendance reports and materials; coordinating school site disciplinary program; and providing clerical support at school site. The functions of this job classification require the performance of activities that are often of a highly confidential nature.

Essential Functions

- Administers first aid and prescription medications to students for the purpose of providing emergency or necessary care in accordance with district, state and federal requirements.
- Communicates with parents, students, staff, etc. in person, by telephone or in writing for the purpose of providing information on a variety of attendance and/or discipline issues and meeting district and state absence notification requirements.
- Coordinates a variety of projects and/or activities (e.g. locker assignments, daily attendance lists, depositing funds collected at the site, etc.) for the purpose of meeting requirements for site operation.
- Ensures accuracy of attendance records, including verification of forgeries and truancies for the purpose of complying with State laws governing attendance accounting.
- Maintains a variety of attendance records, schedules, and files (manual and computer) (e.g. contact and telephone logs, cleared attendance, school calendars, etc.) for the purpose of providing reliable information in compliance with district policies.
- Maintains students' records relating to discipline and discipline processes for the purpose of documenting events, and students' goals and adhering to educational policies and procedures.
- Prepares a variety of reports and written materials (e.g. re-admit passes, standardized and special attendance reports, letters to parents, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.
- Processes documents and materials (e.g. attendance records, student placement, disciplinary and/or suspension notices, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries from a variety of individuals (e.g. staff, parents, probation officers, other schools, and/or students, etc.) for the purpose of providing information and/or directions as may be required.
- Supports Vice Principal and other administrative personnel for the purpose of assisting with their administrative functions.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; operating standard office equipment including utilizing pertinent software applications; performing standard clerical procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: common office machines and software and office methods and practices

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; working under time constraints; maintaining confidentiality and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt		Clsfd. 16