

CLASSIFIED JOB DESCRIPTION

**SCHOOL ATTENDANCE SECRETARY/HEALTH
SPECIALIST**

JOB SUMMARY:

Under general direction, performs a wide variety of complex computer/clerical office duties requiring specialized knowledge of district attendance accounting system; implements health office procedures; performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Records/monitors daily student attendance, independent study contracts, medication administration, health office visits.
- Maintains emergency cards and other health information.
- Administers first aid (CPR), medication, and specialized health care procedures.
- Monitors critical attendance and implements district/state policies and procedures; i.e., SART, SARB; informs site administrator/school counselor of attendance issues.
- Communicates district/state regulations and procedures to staff and parents with regard to attendance/compulsory education.
- Implements site student attendance accounting; SMS/GSMS; generates site attendance-related reports.
- Inputs and maintains current student directory information into the SMS/GSMS for districtwide utilization.
- Maintains site attendance documentation for district/state audit.
- Prepares letters, e-mails, forms, and memos as related to attendance/health office issues.
- Generates reports of incidents relating to student accidents/injuries.
- Informs parents and students of district/public services, i.e., mobile health, immunization clinics, etc.
- Responsible for first aid supplies inventory; and replenishment of health office, classroom, and noon duty supervisors' first aid supplies.
- Assists school secretary in registering students, volunteers, visitors, and substitute employees; answers front office phones as back up to the school secretary.
- Operates office machines.
- May translate communications and phone calls.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful full-time clerical experience at the level of Clerk-Typist II or equivalent.
- Ability to perform a variety of computer/clerical work of moderate difficulty and complexity; make mathematical calculations with speed and accuracy; understand and follow oral and written directions; work cooperatively with those contacted in the course of work; type at a speed of 45 net words per minute; and work with a variety of computer applications.

SCHOOL ATTENDANCE SECRETARY/HEALTH SPECIALIST

Page 2

- Knowledge of modern office practices and procedures, including the preparation of various forms of correspondence, filing, etc.; standard office machines, including duplication equipment; computer use, to include word processing databases and spread sheets; correct English usage, spelling, and punctuation, which may include knowledge of correct usage, spelling and punctuation in a foreign language.
- Ongoing training regarding new procedures for maintaining student attendance system; i.e., district-provided in-services and workshops.
- Ability to prioritize duties/responsibilities in a multitask setting to maintain time-sensitive requirements.
- Ability to communicate information, which may be of a sensitive nature, to the public and/or district officials.
- Current CPR and First Aid cards required.
- High school diploma or GED required.

Classified Salary Schedule: Range 28
BOARD APPROVED: 5/20/97
REVISION DATES: 11/12/02
7/16/23
08/09/2023