



Carlynton School District Job Description

Position: Jr./Sr. High School Attendance/Security Secretary
Reports to: Principal
FLSA Status: Non-Exempt
Employment: Full Time - Class II Secretary

Position Summary:

The Jr./Sr. High School Attendance/Security Secretary provides essential administrative support to ensure efficient daily operations within Carlynton School District. Serving as the primary point of contact for students, staff, families, and visitors at the Jr./Sr. High School, this position supports a safe, welcoming, and well-organized environment. Core responsibilities include visitor management and security procedures, verification of volunteer clearances, student attendance and tardy tracking, and general clerical support to administrators and faculty.

Essential Duties and Responsibilities:

Visitor Management & Security

- Greet all visitors and ensure strict adherence to District security protocols, including ID verification and issuance of visitor badges through the District's visitor management system.
- Monitor and control access to the building, ensuring only authorized individuals enter the premises.
- Maintain a secure and organized visitor log, documenting all entrants and their purpose for visiting.
- Communicate immediately with administrators or security personnel regarding unusual or concerning visitor behavior.
- Ensure that emergency procedures related to building entry, lockdown, and evacuation are followed accurately in collaboration with administration.

Volunteer Clearance Verification

- Verify volunteer clearances in accordance with Pennsylvania law and Carlynton School District policy.
- Maintain accurate, up-to-date records of volunteer clearances and expiration dates.

- Notify administrators when clearances are missing, expired, or incomplete and restrict access as required by District policy.
- Assist volunteers in understanding the clearance process and provide guidance on required documents.

Attendance & Student Support

- Monitor, record, and update daily student attendance and tardy information using the District's student information system.
- Process student late arrivals, early dismissals, and issue passes as needed.
- Generate attendance reports and assist administration in communicating attendance concerns to families including resulting detention assignments.
- Maintain accurate and confidential student records in compliance with FERPA.

Administrative & Clerical Support

- Answer and direct phone calls, emails, and inquiries in a professional and courteous manner.
- Perform general office tasks including data entry into online platforms, word processing documents, copying, scanning, filing, sorting and distributing packages/mail, and supply inventory.
- Assist the principal and administrative team in coordinating and/or communicating special events and meetings to community members and school visitors.
- Operate and troubleshoot standard office equipment and District technology platforms.

Other Duties

- Promote a positive, professional, and customer-service-oriented environment.
- Perform additional responsibilities as assigned by secondary administrators or administrative designee.

Personal Qualifications:

- Ability to establish and maintain productive working relationships with students, parents, staff, administration, and the general community.
- Ability to manage work responsibilities and challenges in a fair, firm and equitable manner.
- Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- Ability to communicate effectively.
- Ability to listen and respond to people in a professional, effective manner.
- Ability to work on multiple tasks and prioritize appropriately.

- Ability to exercise initiative and make decisions (with input from administration) to meet deadlines or to effectively handle emergency work.
- Ability to work collaboratively with staff, communicate and problem-solve.

Professional Qualifications

- Requires a minimum of a High School Diploma.
- Experience and/or education in secretarial services. A minimum of one (1) year secretarial experience preferred.
- Requires experience and skills with appropriate technologies (word processing, spreadsheet, presentation and webpage software, email, Internet as a reference/research tool, desktop publishing, creation of various forms, telephone/voicemail system, etc.)
- Requires ability to maintain efficient flow of work schedule and responsibilities.
- Strong interpersonal, organizational and communication skills.
- Maturity and ability to deal harmoniously with all types of people.
- Use of discretion regarding the handling of confidential information.
- Demonstrated ability to work under deadlines and to prioritize tasks.
- Demonstrated ability to effectively generate correspondence and coordinate communication between administration, staff, substitutes and other stakeholders.
- Past indications of willingness to upgrade skills.
- Demonstrated knowledge and application of effective secretarial principles, practices and trends.
- Demonstrated knowledge and application of communication techniques and technologies for job-related responsibilities.
- Must be able to perform the performance responsibilities listed above at a high level.
- Successfully demonstrate proficiency on established qualification exam.

Reports To:

- JSHS Principal

Position Requirements:

Work Performance:

- Acknowledges individuals' requests and handles them in a friendly and courteous manner. Promotes a positive team environment through active cooperation with others.
- Maintains awareness of the School District's policies and procedures.
- Follows the chain of command.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Keeps District business confidential.

- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to organize office setting to efficiently accomplish tasks.
- Ability to multitask.

Temperament:

- Ability to work as a leader, coordinator and a member of a team.
- Must be courteous and able to effectively manage job responsibilities.
- Must be cooperative, congenial, service oriented, and promote these qualities.
- Ability to work in an environment with frequent interruptions.
- Ability to be respectful and empathetic.

Personal Skills:

- Plans and prioritizes assignments effectively.
- Able to handle several ongoing tasks and projects at once.
- Able to adjust to changes in the work environment.
- Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- Maintains a good attitude toward administration, fellow employees and the public.
- Maintains productive working relationship with immediate supervisor

Technical Skills:

- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- Has working knowledge of office equipment.
- Proofreads work for grammar and spelling accuracy.
- Ability to compose clear, concise sentences and paragraphs.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications. Basic Excel: working with multiple sheets in a workbook, basic formulas, etc.
- Using as a data source for mail merges.
- Working with Microsoft Word documents: tables, fill-in forms, protecting documents, graphics, brochures, fliers, certificates, etc.
- Working with desktop publishing tools to create various documents.

Physical Demands:

- Occasional traversing throughout school building.
- Often sitting for extended periods.
- Standing for periods of time.

- Moderate lifting from 15-30 pounds.
- Some moving of various items - up to 30 pounds.
- Manual dexterity to use office equipment.
- Repetitive operation of computer keyboard.

Work Environment:

- General office setting 200 days per year as outlined in the SCA Agreement.

Clearances:

- Every employee must submit an Arrest/Conviction Report and Certification Form as required under Pennsylvania Act 24 of 2011, Act 34 (Criminal Record Check), Act 151 (Child Abuse History Check), FBI (Federal Bureau of Investigation) Criminal History Check, Act 126 (Part I) Recognizing Child Abuse and Mandated Reporter Training, and Act 126 (Part II) Professional Ethics & Educator Discipline Act.
- As per Act 15 of 2015, all clearances must be renewed every five (5) years. Also, as of December 22, 2014, Act 168 of 2014 requires all newly hired employees to provide the District with the Sexual Misconduct/Abuse Disclosure Release Form for all former employers in which they had direct contact with children and any current employer/s. The District may not hire any applicant for a position until the employment history review process has been completed.

Terms of Employment:

- 10-month work year. Salary and benefits per the Collective Bargaining Agreement between the Carlynton School District and the Carlynton Federation of Teachers, AFT Pennsylvania Local #2120, AFT-PA, AFL-CIO, Secretarial-Cafeteria-Aides Unit.

Evaluation:

- Performance will be evaluated by the Building Principal on the basis of this job description at least once annually. This job description is subject to change as determined by the Superintendent.
- Approved by Administration and provided to the Board of School Directors January 20, 2026.