USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **SECRETARY - ATTENDANCE**

SUPERVISOR: Assistant Principals and Principal

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Computer skills.
3. Working knowledge of office equipment.
4. Telephone skills.
5. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Ensure that student records are accurate and complete for the purpose of maintaining updated information.
2. Rectify errors so that records accurately reflect student attendance for the purpose of accuracy within each student's record.
3. Provide information to students, parents, faculty and staff regarding attendance policies and procedures for the purpose of ensuring that the public is aware of the school district policies.
4. Participate in the development of attendance policies and procedures to ensure that appropriate changes are enacted.
5. Provide office and clerical support to the principal and staff to ensure that the office is operating efficiently.
6. Greet visitors to the school and provide them with accurate information to ensure appropriate public relations.
7. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
8. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008