

OLEAN CITY SCHOOL DISTRICT
410 West Sullivan Street • Olean, New York 14760
<http://www.oleanschools.org>
General Information (716) 375-8000
Fax (716) 375-8047



JOB DESCRIPTION

Keyboard Specialist – Attendance

QUALIFICATIONS:

1. Requirements as set by the Civil Service Commission
2. High school diploma or possession of a high school equivalency diploma or one year of previous clerical, administrative, or office experience and; EITHER:
3. Successful completion of a course involving the use of personal computers; OR
4. Experience in a clerical position which regularly required a candidate to utilize word processing or personal computer equipment to produce printed copy and/or data entry; OR
5. Knowledge of personal computer equipment, operations and functions such as Microsoft Office Suite

RESPONSIBLE TO: Principal/Assistant Principal High School

JOB GOALS: To independently perform the necessary tasks of a secretary such as answering the phones, typing documents, filing and working as a cohesive team

GENERAL RESPONSIBILITIES:

- A. Enter, verify, and maintain daily student attendance records in the district's information system.
- B. Process attendance updates, corrections, and documentation submitted by parents, teachers, and administrators.
- C. Monitor attendance records for accuracy and follow established procedures to



- resolves discrepancies.
- D. Answer the phone in a positive, professional, and courteous manner and relay messages as needed in a timely way.
 - E. Communicate with parents and guardians regarding student absences, tardiness, and attendance concerns.
 - F. Work collaborate with counselors, athletic director, administrators, nurses, teachers and support staff regarding attendance matters.
 - G. Type forms, letters (including proofreading) and documents as necessary.
 - H. Sort and file documents.
 - I. Scan and archive documents.
 - J. To address envelopes
 - K. Maintain confidential student records and prepare simple reports that align with district policies.
 - L. Attend meetings and take notes when necessary.
 - M. Use district software to look up and enter information along with schedules.
 - N. Adhere to timelines required by the district and New York State regulations.
 - O. Follow oral and written directions and communicate well with others.
 - P. Perform other related duties as assigned by building administration.

TERMS OF EMPLOYMENT: Eleven Month position

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Employee Performance Evaluation.

Approved by: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

Print Name: _____

