ATTENDANCE SECRETARY

REPORTS TO THE PRINCIPAL

Basic Function:

The Attendance Secretary collects and keeps the daily and cumulative attendance records; this is a full time position from August 10th through May 30th, 8:15 am – 3:30 pm (Note: the person who fulfills this position will work only school days)

Responsibilities:

- Models the Sacred Heart Goals and Criteria
- Works with the Dean to process morning late arrivals
- Makes arrangements for students who become ill at school
- Notifies parents and advisors of accumulated absences in accordance with school policy
- Helps locate students in case of emergency
- Helps maintain the Infinite Campus database with primary responsibility for health updates; assigns lockers, creates class lists and advisory lists;
- Calls parents about an absence of a child if the school has not been previously contacted
- Responds to calls asking for verification of graduation and copies of immunization records
- Maintains First Aid/CPR certification, asthma protocol and any other required medical training
- Provides students' medication and ensures the security of all medications
- Facilitates communication of messages and information for parents
- Ensures student health and all personal information is kept confidential

Other Information:

Duchesne will conduct background and reference checks. By applying to this position, you agree to cooperate fully in those procedures. Any employment offer is subject to Duchesne's approval of the outcome of those checks.

Interested candidates should submit their cover letter and resume to:

Dr. Laura Hickman
Principal
lhickman@duchesneacademy.org