LAKE STEVENS SCHOOL DISTRICT NO. 4
Lake Stevens, Washington 98258

JOB DESCRIPTION

POSITION: Attendance and Discipline Middle Schools, Mid-High, and High School Attendance

REPORTS TO: Building Principals and/or Administrators

DIRECTS:

SUMMARY: Under the direction of the Building Principal and certificated School Counselors, Office Professional accurately maintains student attendance records, notifies parents of attendance issues, and coordinates Becca Bill procedures. Secretary also assists with front office duties as needed. Other similar duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned.*

- Complete all secretarial/clerical functions of the department in an efficient and timely manner.
- Enter daily attendance information in the student record database system
- Be familiar with Truancy (Becca Bill) and Compulsory Attendance
- Prepare and distribute attendance notification letters
- Telephone parent/guardian regarding attendance
- Keep building administration informed of student attendance concerns
- Respond in a warm, professional manner to all telephone callers, greet in a supportive manner all students, staff and visitors
- Process attendance notes and assignment requests
- Prepare and process attendance history/extension reports and coordinate Becca Bill procedures
- Support other attendance office functions
- Know and follow district policies and procedures
- Remain flexible and team-oriented.
- Promote and practice professional growth and development
- Work with other district personnel as required in the performance of duties and organizational needs
- Perform other duties as may be deemed necessary for the efficient operation of the department.

QUALIFICATION REQUIREMENTS*: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE

1. High school diploma or equivalent
2. Office experience, preferably in an educational setting
3. Two years secretarial or related office experience, preferably in an educational setting. Additional related experience may substitute for formal education as deemed appropriate.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid Washington State driver's license
2. First Aid/CPR training, willingness to obtain and maintain
3. Health Room Training, willingness to obtain and maintain

LANGUAGE SKILLS

Ability to speak or otherwise communicate effectively in the English Language. Ability to read, comprehend, and interpret documents, schedules and procedure manuals in English as determined by an assessment. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to apply concepts of basic mathematics as they apply to financial recordkeeping.

REASONING ABILITY

Ability to independently solve practical problems and deal with a variety of concrete and abstract variables.
Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES

* Ability to efficiently perform basic secretarial skills to ensure work is done in an efficient and timely manner (typing, filing, data entry and use of basic office equipment)
    - √ Keyboarding 55 wpm
    - √ Ability to use correct grammar and punctuation
    - √ Ability to use a variety of office machines
* Skilled in the use of Microsoft Excel, Word, Google platform, and the Internet
* Knowledge of and experience with WESPaC student records data system
* Working knowledge of the Becca Bill legislation and procedures
* Effective oral, written and interpersonal communication skills
* Organizational and project management skills
* Ability to perform tasks and projects with a high degree of accuracy and attention to detail
* Ability to independently prioritize and process work flow
* Ability to work under pressure with constant interruptions, and meet deadlines
* Ability to handle confidential matters professionally
* Demonstrated abilities in self-direction and sound judgment
* Ability to maintain a positive attitude towards staff, students, parents, and community members
* Demonstrated abilities to be a good team player

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, and frequently required to walk or stand; lift and carry objects weighing up to 30 pounds a distance of 50 feet; perform repeated pushing and pulling movements; reach with hands and arms; and use the hands to handle, finger, or feel objects, tools, or controls. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

There are no unusual environmental conditions. Typically, the noise level in the work environment is moderate.

PRIMARY WORKING RELATIONS:

- Building Principals
- School Counselors and Office Professionals
- Parents and Students
- General Building Staff

EVALUATION: Evaluated annually by Building Principal or administrator

TERMS OF EMPLOYMENT:

Salary:	Per PSE Office Professional CBA, Group II
Benefits:	Per PSE Office Professional CBA, board policy and procedures

Additional essential duties related to specific areas of support:

High School Attendance
- Arrange student and parent conferences with principals
- Complete and submit all State required reports

Middle and Mid-High Attendance
- Represent school at Becca court hearings
- Assist with maintenance of student cumulative records
- Assist with cashiering and receipt system