

JOB TITLE: Attendance Secretary - Secondary
DEPARTMENT: Instructional Services/Assigned Site
REPORTS TO: Principal
FLSA STATUS: Non-Exempt

EMPLOYMENT STATUS: 9-month contract

MINIMUM JOB REQUIREMENTS:

Education: High school diploma or GED
Experience: 1 -3 years general office
Skills: Computer literacy required; excellent interpersonal skills; highly accurate and detail-oriented, bilingual preferred

ESSENTIAL JOB FUNCTIONS: *These statements are intended to describe the responsibilities assigned to the position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.*

1. Responsible to maintain the integrity of the district's student information system data for assigned site. Maintains attendance records for assigned site. Maintains daily sign-in sheet. Obtains and tracks attendance via phone calls from parents, as well as initiating calls to parents/guardians.
2. Electronically records student attendance. Coordinates student data with the cafeteria records on attendance. Collates data electronically for state and site reporting.
3. Provides additional clerical support as required in counseling office, principal's office, assistant principal's office, etc.
4. Finalizes enrollment when student reports to school; processes all withdrawal requests when students leave school.
5. Answers inquiries from parents/guardians and school officials using BOE guidelines and state approved codes.
6. Responsible for all site reports regarding attendance data. Prepares end of year reports as required by the State Department of Education; prepares reports as requested by principal.

ESSENTIAL BEHAVIOR:

Ability to use sound judgment in any situation. Ability to receive and appropriately respond to directions from supervisor. Able to successfully deal with changes in job assignment and priorities and properly respond to complaints. Able to work cooperatively with all district employees and the public while achieving the objectives of the job.

ATTENDANCE STATEMENT:

Able to be in attendance for assigned responsibilities with 95% attendance.

ENVIRONMENTAL CONDITIONS:

Primarily inside working conditions with minimal exposure to extreme environmental conditions.

PHYSICAL STANDARDS: *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.*

- Ability to lift/carry and manipulate objects and supplies of up to 10 lbs for up to 50 feet is frequently required; ability to lift/carry objects of 11-24 pounds for up to 50 feet is occasionally required
- Standing in place for short periods
- Walking as required to access equipment and perform responsibilities
- Sitting as required to complete tasks
- Use of hands to do fine finger work as in operating a computer
- Strong eye-hand coordination
- Talking and hearing as to communicate concerning job-related duties as assigned and communicate via telephone
- Close vision (clear vision at 20 inches or less) with or without correction
- Distance vision (clear vision at 20 feet or more) with or without correction
- Color vision (ability to identify and distinguish colors)
- Peripheral vision, depth perception and ability to adjust focus