

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4

Champaign, Illinois

TITLE: Secondary Attendance Secretary

QUALIFICATIONS:

1. High school diploma or equivalent, or compensating experience
2. A score of at least 35 Adjusted WPM on the Typing Test (TT)
3. A raw score of at least 35 (out of 40) on the Criteria Basic Skills Test (CBST)
4. A score of at least *Highly Proficient* on the Computer Literacy & Internet Knowledge Test (CLIK)
5. Excellent customer service and interpersonal skills

REPORTS TO: Principal or his/her designee

SUPERVISES: Office Occupation students, office helpers

JOB GOALS: To contribute to the efficient operation of the school district by performing attendance office duties related to the educational process.

PERFORMANCE RESPONSIBILITIES:

1. Answers telephone and directs calls and messages as necessary.
2. Maintains student records (e.g., attendance, suspension reports, locker assignments, transportation eligibility and passes, family records, etc.).
3. Makes telephone, personal, and mail contacts with parents/guardians, students, and general public.
4. Schedules appointments with parents/guardians, students, and social services agencies.
5. Provides the teaching staff with necessary student information.
6. Performs student registration procedures.
7. Performs general typing as required by the student services staff.
8. Requests assignments from staff for students who are out of school.
9. Maintains track of students who are out of class (e.g., field trips, in supervised study, with student services staff, etc.).
10. Checks students in and out of school.
11. Enters appropriate data into the computer.
12. Requests supplies, as needed, for office, staff, etc.
13. Performs other related duties as assigned.

TERMS OF EMPLOYMENT: Work year to be established by the Board of Education, salary and benefits as determined by the contractual agreement.

EVALUATION: By the Principal or his/her designee in accordance with the contractual agreement.

Effective 11-13-98

Title Change: 7-1-00

Qualifications Revised: 9-20-16