

Coventry Local Schools

Job Posting



TO: CLASSIFIED PERSONNEL **Position available to current employees, current substitutes & outside applicants**
FROM: GEORGE FISK, SUPERINTENDENT
DATE: AUGUST 5 2025
SUBJECT: ATTENDANCE SECRETARY – COVENTRY MIDDLE SCHOOL

In reference to Section 7.1 of the Union-negotiated agreement, there is a vacancy available for an Attendance Secretary at Coventry Middle School.

This position is 204 workdays, 8 hours per day, 7:15 a.m. – 3:15 p.m., 5 days a week. (195 workdays, plus 9 holidays) The rate of pay is \$17.07 per hour.

Qualified applicants: If you meet the requirements and are interested in applying for this position, please visit our district website and apply through Applitrack by Tuesday, August 12, 2025.

FUNCTION OF JOB

Under the general supervision of the Superintendent and the direct supervision of the Building Principal. Will conduct clerical operations in a one- or two-person office with minimum supervision.

CHARACTERISTIC DUTIES

1. Perform general secretarial duties.
2. Operate office equipment such as copiers, computers, calculators, scanners, fax, etc.
3. Answer phone and meet general public.
4. Assist in first aid to sick and injured pupils, as well as dispense medication and maintain medical records.
5. Responsible for the daily attendance records of Coventry Middle School.
6. Responsible for contacting parents of absent students for Coventry Middle School.
7. Responsible for sending attendance/tardy letters to parents and for making county referrals.
8. Responsible for compiling and distributing a morning and afternoon attendance report.
9. Responsible for tardy sign-ins and early dismissals.
10. Maintain records of student tardies for discipline assignment.
11. Maintain documentation of student absences.
12. Process, mail and file discipline forms to parents.
13. Post discipline codes to the computerized student records program.
14. File teacher lesson plans.
15. Update board policy manual.
16. Check in CMS substitute employees (badges, keys, plans, room assignments, etc.)
17. Supervise students using sick room cot or waiting for parent pickup when school nurse not available.
18. Monitor students' phone calls home for illness.
19. Assist in daily office tasks.
20. Provide clerical support, filing.
21. Assist with certified substitutes district wide, if needed.
22. Requisition needed supplies and services through electronic procurement program and maintain financial records for athletic program.
23. Maintain inventory records for Athletic Department.
24. Prepare coaching materials as needed.
25. Process, copy and collate all information for regular sports season and tournaments.

26. Make bank deposits of Athletic Department funds and report deposits to Treasurer's Office.
27. Make telephone calls and schedule appointments for Supervisor of Athletics.
28. Mail all Athletic Department outgoing mail at the end of the workday and make emergency trips to post office or UPS.
29. Maintain and provide up-to-date eligibility lists and make necessary copies.
30. Process and keep permanent record of all correspondence for Athletic Department.
31. Will be custodian to student activity funds for athletic program.
32. Perform other tasks which may be assigned by the building principal, supervisor of athletics or other supervisory personnel on or after the adoption of this job description.

QUALIFICATIONS – APTITUDE & TYPING TEST REQUIRED

1. Proficient in use of word processing software.
2. Ability to type 50 words per minute.
3. High school graduate or equivalent.
4. Physically able to do the work.
5. Must relate to students and adults in a positive manner.
6. Must have AESOP training.
7. Proficient in DASL Attendance Model Progress Book.

PHYSICAL REQUIREMENTS

1. Physical ability
 - Ability to occasionally lift 20 lbs. during the workday
 - Ability to occasionally lift 10 lbs. while walking, standing, pushing or pulling
 - Sensory acuity-vision/smell/hearing/touch
 - Communication through spoken and written word
2. Duration of activities
 - Standing/25% Walking/25% Sitting/50%
 - Light grasping-both hands/5 hours per day
 - Firm grasping-both hands/2 hours per day
 - Fine manipulations-both hands/6-7 hours per day
3. Work environment
 - Inside/100% Exposure to computer screens and copiers

EMPLOYEES NEW TO COVENTRY

- Pre-employment drug and alcohol screening
- Fingerprinting and background check required