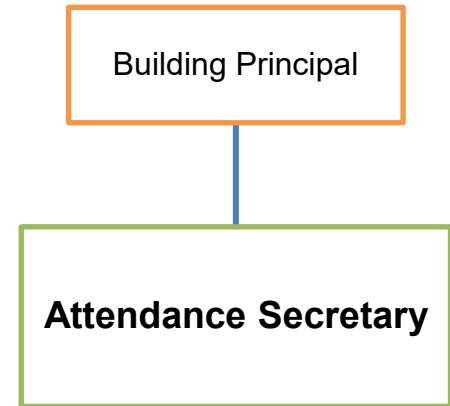


ATTENDANCE SECRETARY

Job Title:	Attendance Secretary
Initial:	November 1, 2006
Revised:	March 21, 2025
Work Year:	Extended School Year
Department:	Assigned Building
Reports To:	Building Principal
FLSA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 5

Related Organization Chart



POSITION SUMMARY: The Attendance Secretary supports the school by performing various clerical functions including registration and withdrawal of students and maintaining student files, attendance records and databases.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Report and maintain student attendance (daily, weekly, monthly, quarterly and annually); process reports and update student records in database. Follow building procedure to inform staff and parents.
- Maintain student records, student registration and withdrawals. Process teacher attendance, perform auto-dialer requests, and update student database.
- Serve as receptionist for the building, including answering phones, greeting visitors, answering requests, directing (& finding) needed individuals as necessary.
- Support a safe culture by following the check-in process and enforcing district safety and security policies and procedures.
- Provide assistance to students, staff, parents and community members in school related questions and activities.
- Provide coverage in the health room as needed.
- Maintain files for correspondence, reports, handbooks and forms. Prepares forms and files to distribute appropriate information to staff regarding students.
- Building-specific duties may also include, processing the mail, ordering supplies, performing basic financial tasks, assisting with report cards and schedules, and maintaining website and school signage
- Perform other associated duties as assigned.

Supervision & Technical Responsibilities: This position does not supervise other employees.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility: This position does not have any direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- High school diploma or equivalent, plus specialized courses in computer applications.

Experience:

- Two years of secretarial experience required, education setting preferred.

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills
- Basic math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Organizational skills
- Ability to manage multiple tasks with frequent interruptions
- Ability to communicate effectively with various stakeholders
- Ability to maintain confidentiality in all aspects of the job
- Ability to maintain excellent attendance
- Ability to understand and follow complex oral and written instructions
- Ability to perform responsibilities without the necessity of close supervision
- Must be proficient in the use of personal computers and common software applications including Microsoft Office Suite and Google Suite

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- CPR and First Aid certifications preferred at hire
- Medication certification required within 3 months of hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.