

High School Secretary/Attendance and Discipline Job Description

Purpose: The Secretary/Attendance and Discipline provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the Secretary/Attendance and Discipline works closely with the staff and administration of Derby Public Schools.

Responsible to: Principal and Head Secretary

Salary: Range B

Date: May 2013

Qualifications:

1. High school diploma or equivalent.
2. Three years experience as a secretary is preferred.
3. Demonstrated typing and filing skills.
4. Experience in using various computers and computer programs.
5. Desire to continue career improvement.

Essential Functions:

1. Knowledge, Skill and Abilities

- a. Provide office and clerical support to assist with the efficient operation of the school district.
- b. Ensure that all activities conform to district guidelines.
- c. Communicate effectively with all members of the school district and community.
- d. React to change productively and handle other tasks as assigned.
- e. Appropriately operate all equipment as required.
- f. Support the value of an education.
- g. Support the philosophy and mission of Derby Public Schools.
- h. Comply with all district policies, rules and regulations.

2. Physical Requirements/Environmental Conditions:

- a. Requires the ability to sit and/or stand for prolonged periods.
- b. Occasionally requires the ability to manually move, lift, carry, pull, or push heavy objects or materials.
- c. Occasionally requires the ability to stoop, bend, and reach.
- d. Must be able to work in noisy and crowded environments.

- e. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Screen visitors and telephone calls, directing them to the appropriate person/department. Call parents back to verify person calling is on the student contact list.
2. Assist with all clerical responsibilities associated with the assistant principals in charge of attendance and discipline.
3. Compose, type, and copy correspondence, reports, bulletins, records, and other materials.
4. Obtain, gather, and organize pertinent data as needed.
5. Receive and enroll new students during annual enrollment and throughout the school year.
6. Screen current students for computer information changes and distribute class schedules.
7. Contact no show students and verify their current attendance center withdraw as needed.
8. Maintain calendar and schedule appointments for assistant principals as requested.
9. Withdraw students as requested by assistant principals, update computer and files.
10. Maintain an orderly filing system.
11. Schedule appointments, and assemble material for meetings for assistant principals.
12. Assemble and update daily master absentee list, posting hourly absences, check-ins and checkouts.
14. Prepare PL 847 forms, acquire accurate information, count, sort and alphabetize forms to match official count for PL 847 Government Report.
15. Update student information on computer and folders; maintain student files and pull folders as students withdraw.
16. Maintain Special Education, homebound lists, and dropout report for the principal and/or assistant principals.
17. Prepare expulsion hearing packets, suspension letters and alternative room assignments.
18. Compile and mark at the end of each week, fourth hour and excessive unexcused absences for the administrators so that they can take further action.
19. Keep a record of faculty parking stickers.
20. Update inventory of attendance office.
21. Maintain record of in school suspension students, mail documentation to parents and post on student management system.
22. Assist with correspondence to parent regarding attendance.
23. Post hourly attendance from substitute teachers and post times for students checking in and out of the building.
24. Keep track of incoming and outgoing students.
25. Supervise and train student lab assistants.
26. Place orders for forms used in the Attendance Office.
27. Take calls from parents to update information, excuse absences, and messages for the assistant principals.

28. When students are withdrawing, make sure all materials are returned, obtain grades and ensure all pertinent information is given to the student to take to their new school. Withdraw students on the computer from student management system.
29. Keep ongoing record of those students on homebound, suspended, attending other special schools in the district, (example: Tri-City, after Hours etc.)
30. Post activities on attendance record.
31. Prepare Impact Aide forms for each student at DHS, distribute to students and keep track of them as they are returned. Compile and return to the Board Office
32. Keep track of Social Workers and Probation Officers visiting with students. Also obtain any information they need, including grades, attendance and discipline.
33. Help with student management system, run reports, and set up school year calendar.
34. Prepare and provide documents for the judicial system.
35. Complete and provide forms required for students receiving Social Security benefits.
36. Accept and maintain student powers of attorney records.
37. Generate weekly reports of all new enrollments and all withdraws. Maintain an accurate enrollment count for Derby High School.
38. Help with report card and mid-term mailings.
39. Help with end of year check out for students and teachers.
40. Keep abreast of new information, innovative ideas and techniques.
41. Adhere to all district health and safety policies.
42. Other duties as assigned by the head secretary or administrative staff, which are consistent with the general requirements and qualifications of the position.