Dr. David Clendening
Superintendent

Dr. Brooke Worland
Assistant Superintendent

Mr. Steve Ahaus
Chief Financial Officer

Mr. Benji Betts
Executive Director of Operations

Mr. Doug Kirby
Executive Director of Technology

Vacancy Notice

Applicants must apply online at www.franklinschools.org

POSITION: Attendance Secretary

LOCATION: Franklin Community High School

NUMBER OF DAYS PER YEAR: 188 days per year

NUMBER OF HOURS PER DAY: 7.5 hours per day

DUTIES: See attached

REQUIREMENTS: See attached

BENEFITS: Per the Classified Staff Handbook - available on the 1st day of the month following 60 days of employment

SALARY: Based on experience – starting at $16.82 per hour

POSITION BEGINS: January 6, 2027 (tentatively)

APPLICATION DEADLINE: Open until filled

CONTACT: Mr. Ryan Wagner, Principal – wagnerr@franklinschools.org

Dr. David Clendening
SUPERINTENDENT

'All applicants considered for hire after July 1, 2009 must obtain a criminal history background check subject to I.C. 20-26-5-10. This background check must be completed through the Indiana State Police prior to receiving an offer of employment with the cost being borne by the applicant. If selected for an interview, additional information will be provided at the time of interview.'

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment.

FRANKLIN COMMUNITY SCHOOLS
High School Attendance Secretary
Job Description

Job Title: Attendance Secretary
Department: FCHS Main Office
Supervisor: Principal

Duties and Responsibilities

- Receive and document attendance-related messages utilizing multiple means of communication, including phone calls, voicemails, and email
- Assist in student inflow and outflow through the office
- Assist the Dean of Attendance with clerical needs
- File attendance-related documentation
- Monitor student aides
- Assist in the Guidance office as needed
- Assist at the front desk as needed
- Monitor the front door security system
- Other duties as assigned

Minimum Job Requirements

- High school diploma or equivalent
- Successful completion of an expanded criminal history and DCS background check

Preferred Qualifications

- Previous experience or comfortable learning and navigating school management systems, including PowerSchool, ParentSquare, and Google Workspace applications.
- Ability to maintain accurate student attendance records and manage daily office documentation efficiently.
- Excellent verbal and written communication skills to engage professionally and courteously with staff, families, students, and visitors
- Flexibility to manage shifting priorities and respond effectively during peak daily activity times.
- Ability to maintain a welcoming and helpful demeanor when handling dynamic or high-pressure situations.

Working Conditions

- Fast-paced office setting with high volumes of digital and paper documentation
- Prolonged periods of sitting
- Manual dexterity is required for intensive computer and phone use