

JOB DESCRIPTION

Position: Attendance Secretary

Pay Grade: CP3

Duty Days: 195

Salary: KISD Current Staff Compensation Plan for Paraprofessionals

Qualifications:

- High School Diploma or GED
- Computer Skills

Duties include but are not limited to the following:

- Maintain records for pupil attendance accounting as prescribed by state law and local district requirements. Must be able to type and enter/retrieve data on Delta Management System.
- Call absentees and document all parent call-ins.
- Issue tardies, early dismissals, admit slips and bus passes.
- Collect first period attendance slips and print working copy of daily bulletin.
- Collect second period attendance slips and cross-check between first and second period attendance to get accurate bulletin.
- Print bulletin during third period.
- Collect attendance sheets for all periods and verify accuracy against sign in/out sheets.
- Maintain and cross-check all sign-in and sign-up sheets located in assistant principal's office, clinic, and counselors' office; record and notify teachers.
- Certify that early dismissal students leave building with an authorized person.
- Separate and distribute weekly attendance scan sheets to teachers.
- File and maintain verified attendance letters scan sheets.
- Create and distribute excessive absence letters to parents.
- Keep a yearly audit trail box on a six-week cycle basis.
- Maintain lists of tardies and refer excessive absences and truanancies to assistant principal.
- Update computer files daily regarding doctor notes, family deaths, excused absences and other extenuating circumstances.
- Oversee and train student aides assigned to attendance office.
- Train and utilize backup attendance personnel on a regular basis.
- Perform other duties as assigned by principal.
- Report to the assistant principal in charge of attendance.

Work Conditions:

- Maintain emotional control under stress.
- Works with frequent interruptions.
- Occasional irregular hours.
- Repetitive actions.

Date _____ **Signature** _____

A select number of applicants will be invited for an interview. Only persons with the above credentials and background will be considered.

Both In-district and Out-of-district applicants should submit an application, and upload resume and copies of educational credentials and certifications (if applicable) through our online application process.

The Klein Independent School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or sex in the educational programs or activities which it operates and is an equal opportunity employer.