KLEIN ISD
PROMISE2PURPOSE
www.kleinisd.net
Human Resources, 7200 Spring Cypress Rd., Klein, Texas 77379 (832) 249-4218

JOB DESCRIPTION ***Position:***

Position: High School ADA Secretary

Pay Grade: CP3

Duty Days: 200

Salary: KISD Current Staff Compensation Plan for Paraprofessionals

Qualifications:

- High School Diploma or GED.
- Basic phone and computer skills.

Duties include but at not limited to the following:

- Must be efficient in Chancery, Grade Speed, Adobe programs. Knowledgeable in Microsoft word, Excel, Outlook. Detail oriented and able to Multitask.
- Responsible for weekly auditing of Attendance Secretary's Period Attendance worksheets, Sign in / out sheets, Texas daily attendance reports. Make any data entry corrections needed to ensure a balance in all paperwork.
- Maintain spreadsheet on student activities and data entry of all activities to ensure correct coding. Secure that no student exceeds UIL maximum activity number given per student.
- Communicate with coaches, sponsors and mentors concerning any question of student eligibility. Run Attendance Code Summaries reports on regular basis.
- Data entry and maintaining building substitute period attendance sheets.
- Responsible for attendance entries for OSS, AEP, TEP, VISTAS Campus'.
- Maintaining attendance records for homebound and PRS students.
- Weekly truancy reports, attendance letters, denial of credit letters.
- Conduct audit of Teacher Verification reports, maintain communication with teachers concerning corrections.
- Responsible for and entry of all On Campus activity attendance (i.e. testing, counseling, meetings, TAKS pull outs).
- Communication with teachers and principals concerning attendance policies, procedures, issues, due dates and any other pertinent information.
- Maintain open line of communication with attendance principal and Central Office personnel responsible for attendance.
- Run cycle reports, obtain proper signatures and maintain all records for audit trail.
- Year – end audit and proper storage of school attendance documents. Maintaining confidentiality and security of records at all times. ***Work Conditions:***
- Maintain emotional control under stress. ☐ Work with frequent interruptions.

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 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.