

NOTICE OF VACANCY
EDUSTAFF POSITION PLACED AT HOLLY HIGH SCHOOL
July 9, 2026

Building Attendance Secretary

Holly High School

Proposed Start Date: Fall 2026

To become an active applicant, a candidate must apply online at: [EduStaff](#)
Questions or resumes may be sent to Melissa Wachowski at Melissa.Wachowski@hask12.org

Job Summary: Holly High School is seeking a reliable Attendance Secretary through Edustaff placement

Job Placement: 8:00 AM–4:00 PM

Position Summary: The Attendance Secretary supports student achievement and school operations by maintaining accurate and timely attendance records, ensuring compliance with state and district attendance requirements, and providing exceptional customer service to students, families, and staff. This position serves as a vital communication link between home and school, promotes regular student attendance, and contributes to a safe, organized, and welcoming learning environment.

Qualifications:

- Demonstrates a customer-first attitude and commitment to providing exceptional service to students, families, staff, and the community.
- Maintains excellent attendance, punctuality, and dependability.
- Exhibits positive interpersonal skills and the ability to build effective working relationships with students, families, staff, and community members.
- Ability to thrive in a fast-paced environment by establishing priorities, solving problems, managing multiple tasks, and meeting deadlines.
- Possesses strong organizational skills with exceptional attention to detail and accuracy.
- Demonstrates flexibility and adaptability in an ever-changing environment while remaining calm, professional, and composed during challenging or crisis situations.
- Communicates effectively and professionally, both verbally and in writing.
- Maintains the highest level of confidentiality regarding student records, personnel matters, and other sensitive school information.
- Proficient in the operation of standard office equipment, including copiers, printers, scanners, laminators, binding machines, and other office technology.
- Demonstrates strong computer skills, including proficiency with Google Workspace (Drive, Docs, Sheets, Gmail) and student information/database systems.
- High school diploma or equivalent required; previous school office or administrative experience preferred.

Responsibilities:

- Record daily attendance and substitute teacher records.
- Scan and upload medical documentation and parent call-in absences.
- Track tardies utilizing the attendance system.
- Process detention records.
- Maintain truancy records and generate weekly attendance letters for parents.
- Submit weekly health reports to Oakland County.
- Verify eligibility of students based on attendance data for field trips.
- Assist with student registration, schedule pick-up, Commencement, and other school events.
- Perform other duties as assigned.

Reports to: Building Principal

Salary: Starting at \$17.25 per hour