



## JOB DESCRIPTION

### Attendance Secretary

<b>DEPARTMENT:</b> Leadership and Administration	<b>SCHEDULE:</b> 107
<b>REPORTS TO:</b> Principal	<b>WORKDAYS:</b> 215
<b>CLASSIFICATION:</b> Classified	<b>FLSA STATUS:</b> Non-Exempt
<b>PCS CODE:</b> 86	<b>DATE:</b> May 2025

**Our Mission:** In partnership with our community, we empower students to discover their potential and prepare for a successful future.

**Our Core Values:** Belonging, Learning, Continuous Improvement and Joy

**Our Vision:** Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

#### POSITION SUMMARY

Under general supervision, provides administrative support for the student attendance office and assigned supervisors at the school level in coordination with District level staff. Accurately records, evaluates, and communicates student attendance information; supporting both school operations and student achievement by fostering communication with families about the importance of regular attendance. Exercises independent judgment in following and explaining District attendance policies and procedures; coordinating duties of the attendance office; and administering support for department/school initiatives.

#### MINIMUM REQUIREMENTS

**Education:**

High School Diploma required.

Associate's degree in secretarial science or business preferred.

**Certification/License:**

Must possess a valid South Carolina Driver's License or government issued picture ID.

**Work Experience:**

One (1) or more years of responsible secretarial and/or clerical support experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles of office management and of modern office procedures, systems, and equipment.

- Knowledge of state and federal laws, South Carolina Department of Education attendance compliance procedures, Board policies, and school procedures applicable to attendance records management.
- Proficient knowledge and use of computer applications relevant to the position, including the District student information system and the District digital visitor/student management system.
- Demonstrated ability to analyze, compare and interpret data; format into reports; and make judgments based upon this knowledge.
- Proficient skills in business English, writing, editing, and preparing correspondence, presentations, and other documents.
- Ability to anticipate work to be completed and initiate proper and acceptable direction for the completion of work with little to no supervision and instruction.
- Ability to maintain high standards of organization, accuracy, and timeliness in exercising duties.
- Ability to manage frequent interruptions in a flexible manner and difficult, stressful situations in a professional and appropriate fashion.
- Ability to work independently and as a productive member of a team.
- Ability to thrive in a fast-paced, continually changing work environment.

## **ESSENTIAL DUTIES**

- Implements District and departmental attendance recordkeeping systems, including the student information system and parent electronic notification system, in compliance with South Carolina Department of Education requirements.
- Accurately records daily student attendance in the District student information system. Updates and maintains attendance records/changes in enrollment, etc.
- Evaluates student absences; notifies appropriate administrators of unexcused absences or attendance concerns.
- Contacts parents or guardians to verify student absences; addresses unverified/extended absences and attendance/truancy concerns. Issues attendance letters, truancy notifications, and other required correspondence to parents/guardians.
- Provides excellent customer service in response to all complaints and inquiries or refers them to the appropriate persons and/or departments.
- Analyzes data and prepares related reports using a variety of software applications. Prepares, generates, and distributes various attendance reports and truancy notifications for teachers, administrators, and District staff, as required.
- Collaborates with District social workers and intervention assistance teams to address attendance concerns through the District tiered attendance intervention system.
- Ensures accuracy of attendance data for District and state reporting, including average daily attendance and auditing purposes.
- Accurately maintains teacher attendance and absence records, as assigned by supervisor.
- Assists with guest teacher responsibilities, as assigned by supervisor.
- Provides general clerical support by answering telephones, filing, and data entry, etc., as assigned by supervisor.
- Assisting in providing adequate coverage for the front office by greeting and assisting visitors, students, and staff. Assists school registrar as needed.
- Adheres to the highest standards of confidentiality concerning sensitive matters, students, and staff.
- Serves as a role model for others; dresses professionally; willingly accepts responsibility; and demonstrates pride in the public education profession.

- Demonstrates prompt, regular attendance and is available to work in-person during normal business hours.
- Willingly performs other duties as assigned by the supervisor.

## PHYSICAL ABILITIES AND WORKING CONDITIONS

**Vision:** Ability to read small print and view a computer screen for prolonged periods of time.

**Hearing:** Ability to tolerate exposure to noisy conditions.

**Speech:** Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

**Upper Body Mobility:** Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry objects which weigh ten (10) or more pounds on a frequent basis.

**Environmental Requirements:** Ability to work independently; work cooperatively with others; work indoors; work outdoors as necessary for the position.

**Mental Requirements:** Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; accurately follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand and adequately manages stressful situations, emergencies, frequent interruptions, and interpersonal conflicts.

**Additional Work Conditions and Physical Abilities:** Reliable transportation required.

***Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.***

***This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.***