

Attendance Secretary

Williston School District #7

Job Title: Attendance Secretary
FLSA: Non-Exempt
Reports to: Building Principal or designee

Job Summary:

Maintains attendance records for all students and performs related duties to assist in the smooth and efficient operation of the school office.

Essential Duties and Responsibilities:

- ☐ E-mail staff the extracurricular activity lists.
- ☐ Maintain daily detention list additions and deletions and print lists for Choices Room staff members.
- ☐ Maintain the discipline database with detention/choices and suspension entries.
- ☐ Update student files.
- ☐ Respond to requests from Juvenile Court and Social Services.
- ☐ Produce/mail suspension letters and document the students' file.
- ☐ Document the students' files and email teachers/scheduling department that class has been dropped.
- ☐ Document log entries on student files with cell phone/electronic offenses etc.
- ☐ Lock up and monitor cell phones that have been confiscated by staff.
- ☐ Produce/mail student membership, discipline, and detention reports to the district office every 9 weeks and at the end of the school year.
- ☐ Receive calls and respond to parents regarding student attendance/absences.
- ☐ Enter attendance information on the computer and prepare reports as required for parent, teacher, counselor or administrator.
- ☐ Maintain comprehensive records of student attendance and, at the direction of the administration, prepare letters to be sent to students' parents.
- ☐ Confer with administrators regarding student attendance.

Supervisory Responsibilities:

This job has no supervisory responsibilities

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS:

Ability to maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information. Ability to identify and resolve problems in a timely manner; Gathers analyzes information skillfully; Develops alternative solutions; Works well in a group problem solving situations; Uses reason even when dealing with emotional topics. Ability to manage difficult or emotional "people"

situations; Responds promptly to a person's needs; Solicits feedback to improve service; Responds to requests for service and assistance; Meets commitments. Ability to communicate well with others. Ability to exhibit objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests. Ability to display willingness to make decisions; Exhibits sound and accurate judgment; Makes timely decisions. Ability to prioritize and plan work activities; Uses time efficiently; sets goals and objectives. Ability to display original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work.

TECHNOLOGY SKILLS:

To perform this job successfully, an individual would benefit with knowledge or acquire proficiency in Internet and Email software; Student Management software, Spreadsheet software and Word Processing Software.

KNOWLEDGE:

EDUCATION and/or EXPERIENCE:

High School Diploma or GED equivalent; Associate's degree or higher preferred; minimum 2 years of related experience preferred, or equivalent combination of education and experience.

ABILITY:

RESPONSIBILITY:

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand and walk. The employee is frequently required to use hands to handle tools and equipment and reach with hands and arms; as well as talk and hear clearly. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT:

Calendar days depend on location.

Employee Printed Name

Employee Signature

Date