

ATTENDANCE SECRETARY

REPORTS TO: Principals

FLSA Designation: Non-Exempt

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

Supervise attendance record keeping and report production

Monitor student attendance and enforces district policies, state and local laws regarding attendance

Work directly with students to resolve attendance problems

Assign appropriate disciplinary actions for attendance violations

Develop daily detention rosters, and monitors attendance at same

Recommend in-school or out-of-school suspensions to the principals

Maintain communication concerning attendance to students, parents and appropriate local agencies

Supervise scheduling students in in-school suspension and scheduling ISS days

Participate in the Attendance Review Committee, assisting the Assistant Principal

Perform other duties associated with the position as determined by the immediate supervisors

Keep and maintain records as required by supervisor

Performs a wide variety of clerical and secretarial work, including typing, proofreading, filing, and checking and recording information.

Answers inquiries concerning standardized policies, procedures, and regulations.

Types routine memoranda and correspondence from general instructions.

Types reports, records, and other materials.

Attends meetings and conferences as requested.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- One year responsible office experience; high school diploma or equivalent supplemented by or including courses in typing and office practices; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Correct English usage, spelling, grammar, punctuation, and composition.
- Knowledge of numerical, alphabetical, and subject-matter filing systems.
- Modern office methods, procedures, and equipment, including receptionist, telephone techniques, and word processing.
- Basic functions and clerical operations of a school district.
- Perform a variety of clerical and secretarial work with accuracy and speed.
- Proficiently operate standard office equipment, including computer terminal.
- Post information, check records, file, and alphabetize rapidly and accurately.
- Maintain records and prepare accurate reports.
- Compose correspondence in response to routine inquiries.
- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing.
- Maintain cooperative working relationships with those contacted in the course of work.
- Type at a net corrected speed of 55 words per minute.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.