

Attendance Secretary

Purpose Statement

The job of Attendance Secretary is done for the purpose/s of ensuring accurate attendance accounting within the District; resolving attendance related issues; ensuring compliance with state reporting and documenting requirements; conveying attendance related information to appropriate parties; and providing general clerical support, information and/or direction as may be assigned at assigned school site.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Building Principal

Essential Functions

- Communicates with students, teachers, parents, district employees, etc. (e.g. courtesy calls to parents, attendance history, parent letters, passes to students, etc.) for the purpose of coordinating activities and processes.
- Maintains a variety of attendance records, schedules, and files (manual and computer) (e.g. contact and telephone logs, student attendance, etc.) for the purpose of documenting activities and/or providing reliable information.
- Notifies parents and/or guardians of student absences for the purpose of meeting district, state and federal requirements.
- Obtains attendance records for student entry and exit from school during school hours (e.g. admission slips, late notices, class release forms, etc.) for the purpose of ensuring accurate reporting of excused absences and trancies.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares attendance-related reports and written materials (e.g. standardized/special reports, letters to parents, passes for students, incoming calls on attendance slips, notes to teachers, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.
- Processes documents and materials (e.g. discrepancies, corrects errors in attendance records, changes unverified absences to unexcused, attendance codes, student profile, discipline files, attendance files, etc.) for the purpose of disseminating information to appropriate parties.
- Researches discrepancies of attendance information and/or documentation for the purpose of ensuring accuracy of attendance data before processing.
- Responds to inquiries from a variety of individuals (e.g. staff, parents, outside agencies, other schools, and/or students, etc.) for the purpose of providing information and/or directions as may be required.
- Verifies accuracy of attendance records for the purpose of complying with state laws governing attendance accounting.

Other Functions

- Performs clerical tasks (e.g. faculty parties, distribution of school calendars, answering phone, etc.) for the purpose of providing support to other personnel while ensuring the efficient and effective functioning of the work unit.

- Performs other duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation business telephone etiquette.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; working with detailed information/data; meeting deadlines and schedules; working with frequent interruptions; and maintaining confidentiality. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 15% walking, and 5% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is desired.

Education Targeted, job related education with study in job-related area.

Equivalency work experience.

Required Testing

Alcohol and Drug Test
and Pre-employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status
Non Exempt

Approval Date

Salary Range