



JOB DESCRIPTION

JOB TITLE: Attendance Secretary

JOB SUMMARY: The job of "Attendance Secretary is done for the purpose(s) of providing clerical support to school site administrative functions; conveying information regarding school and/or District functions and procedures; ensuring compliance with financial, legal and administrative requirements of assigned functions.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- Experience Required: Prior job related experience with increasing responsibility
- Education Required: High School Diploma or equivalent
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance; Current First Aid/CPR Certificates.

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Skills to operate standard office equipment including use of basic computer applications
- Ability to use English in both written and verbal form using correct spelling, grammar and punctuation
- Administer first aid
- Knowledge of rules and regulations related to assigned school, basic budgeting, financial and statistical record keeping, and use of standard office equipment
- Abilities to sit for prolonged periods, work independently, and understand and carry out oral and written instructions
- Ability to interact with persons of different age groups and cultural backgrounds
- Ability to maintain confidentiality pertaining to personal information about employees, student and parents
- Significant physical abilities include reading/handling/fingering, talking/hearing conversation, near visual acuity/visual accommodation.

ESSENTIAL JOB FUNCTIONS:

- Compiles and distributes a daily list of absentees and tardy students
- Checks in students returning after absence and issues admittance slips
- Follows up on unexcused absences with telephone calls or letters
- Composes documents (i.e. correspondence, agendas, minutes, bulletins, reports, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- Evaluates situations (i.e. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing personnel for resolution
- Monitors assigned activities and/or program components (i.e. attendance program budget, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements
- Processes documents and materials (i.e. schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties
- Responds to inquiries of staff, the public, the parents and/or students for the purpose of providing information and/or direction as may be required

