

Secretary, Attendance – High School

School District Job Description

Position Title: Secretary, Attendance, High School

Department: Building

Reports To: Principal

SUMMARY:

Serves as confidential secretary to the principal and as a facilitator for the school public being served.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

- Makes and receives telephone calls, takes messages, routes calls.
- Tracks resident, non-resident and part-time students.
- Responds to inquiries from students, teachers, and parents regarding attendance rules, absences; suspensions, and enrollment status.
- Compiles and submits a variety of weekly, monthly and year end reports as required, including September and January count and year-end report for core data.
- Processes attendance for building staff.
- Types, prepares, distributes, files records/reports, correspondence etc. related to attendance.
- Maintains monthly suspension list.
- Maintains current bus information for new students.
- Maintains monthly drop out report
- Works with probation officer.

Athletic Secretary duties:

- Prepares gate and concession boxes for athletic events/activities.
- Maintains athletic eligibility and athletic passes.

Acknowledged _____

Date _____

Other responsibilities:

- Prepares daily bulletin via SIS.
- Assists and orientates substitute teachers.
- Collects, deposits and reconciles money into revenue accounts

SUPERVISORY RESPONSIBILITIES:

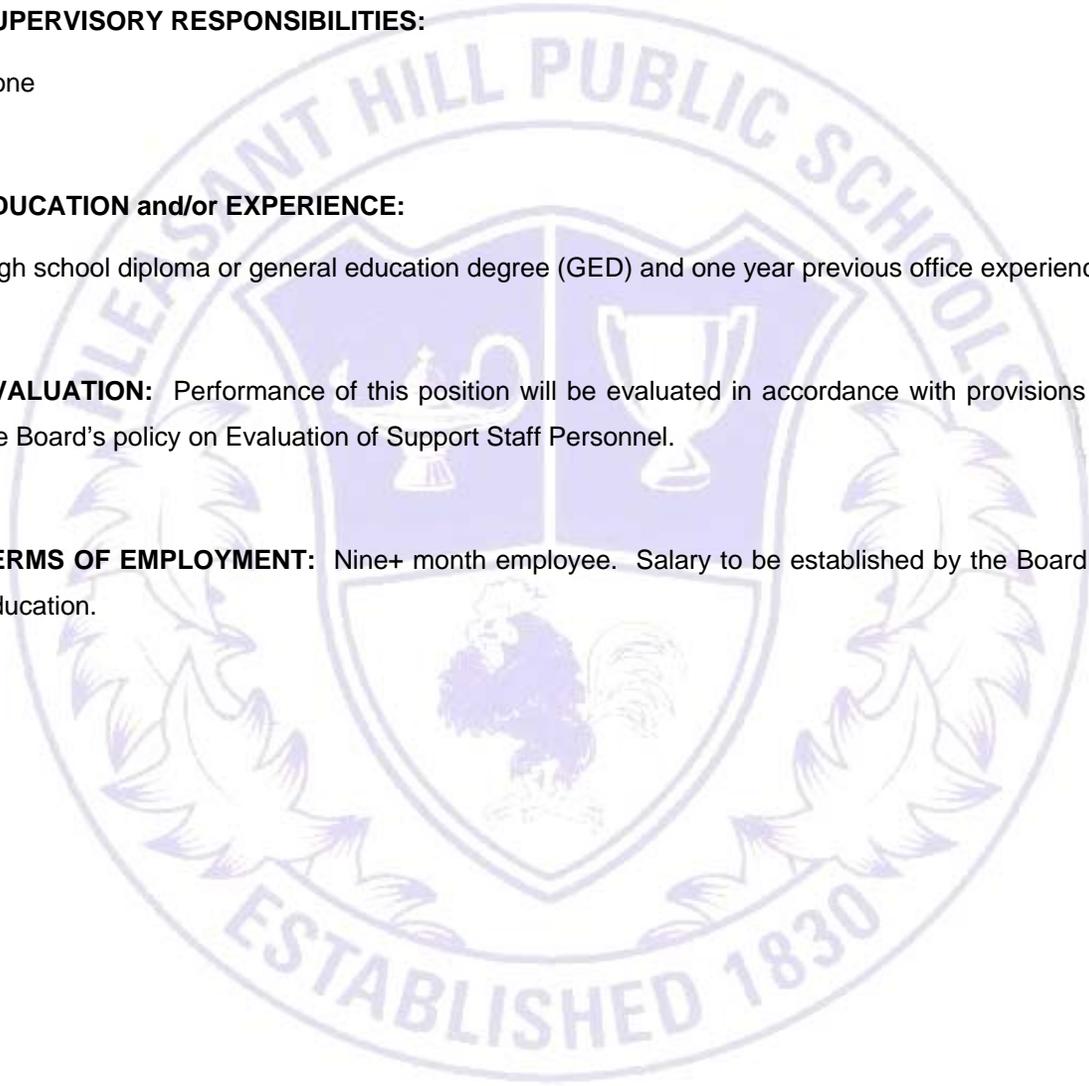
None

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) and one year previous office experience

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

TERMS OF EMPLOYMENT: Nine+ month employee. Salary to be established by the Board of Education.



Acknowledged _____

Date _____