



# GENERAL OFFICE SECRETARY (ATTENDANCE)

Classification: General Office Secretary

Location: Assigned School

Reports to: School Principal or Designee

FLSA: Non-Exempt

Employee Group: EAEOP

This is a standard position description for positions with similar duties, responsibilities, classification, and compensation. Employees assigned to the position description may or may not be assigned all the duties identified herein.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the employer's needs and job requirements change.

## Part I: Position Summary

Performs as the student attendance secretary at the middle or high school level responsible for collecting, recording, reporting, tracking, maintaining, and follow-up communication on student tardiness and absences.

## Part II: Supervision and Controls over the Work

Works under the supervision of a school administrator who assigns areas of responsibility, establishes governing policies and procedures, sets performance objectives, and establishes expectations and standards for the position. The attendance secretary may receive additional work guidance and direction from other designated staff, including the office manager or building secretary if designated by the school administrator. Work is controlled and guided by professional practice, school and district policies and procedures, state attendance reporting requirements, and specific directions and expectations.

## Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

### Student Attendance:

1. Receives and, as necessary, records student attendance data in the student attendance system daily. Coordinates with teachers and staff to resolve issues and questions around student tardiness and attendance data. Coordinates homework assignments for absent students.
2. Compiles and maintains daily and monthly absence and attendance/enrollment reports and records. Assures reporting accuracy and reliability.
3. Receives and initiates calls to parents/guardians regarding student attendance. Assists students, teachers, and parents with attendance questions and issues. Maintains schedule



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information to track students' whereabouts. Sends for students as needed for emergency phone calls or authorized visitors. Establishes and maintains documentation of student absences and late arrivals/early departures.

4. Prepares and mails letters and forms concerning student attendance to parents using either manual or automated processes. Coordinates scheduling of parent/guardian meetings on student attendance issues.
5. Monitors student attendance proceedings, including discipline, non-attendance court filings, and truancy referrals, by contacting students and parents and keeping school administrators informed. Types, prints, and mails discipline notices, including suspension, as prepared or directed by the school administrator.
6. Receives and admits absent students who arrive late or leave early from school. Reviews excuses and ensures the authenticity of signatures. Confronts students who have unexcused absences. Initiates referral to administrators or counselors consistent with school and district policy.

### **Secretary Support:**

Provides general office and student support as requested. Prepares, maintains, and assists in the disposition of files and records. Inputs operates and maintains electronic databases and files as assigned. Assists in preparing and distributing mail, bulletins, and special materials. Answers telephones, directly assists or routes callers to the proper office/person, and calls parents and community members. Enters and updates computer records. Assists students, teachers, parents, and community members as needed. Operates and maintains office equipment and is skilled in using such equipment. May assist in the requisition and maintenance of office supplies and school.

### **Student Registration:**

May be trained for and provide backup to the student registration secretary, including assisting in registering new students, ensuring appropriate paperwork and data entry is completed, keeping affected personnel informed, and entering accurate and timely information into the student registration system.

Performs other duties as assigned.

### **Part IV: Minimum Qualifications**

1. Must have experience working or interacting successfully with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening the engagement of a diverse community and skill in communicating with a diverse population.
2. High school diploma or equivalent.



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3. Two years of recent secretarial or clerical experience involving the application of policies and procedures and requiring timely and accurate work.
4. Must possess basic clerical skills, including typing and filing, knowledge of essential office equipment and technology, and keyboarding skills of at least 60 words per minute—skill in word processing, spreadsheets, and database software.
5. Must possess certification in first aid procedures and CPR; defibrillator training may be required.
6. Knowledge of general secretarial procedures, including excellent grammar and proofing skills, and the ability to maintain accurate and reliable records and data.
7. Ability to effectively organize work, set priorities, meet deadlines, attend to detail, and follow through on various assigned tasks.
8. Ability to work effectively in an environment with frequent interruptions, requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
9. Ability to interact with students, parents, staff, and community members, personally, telephonically, and through electronic communications, in a welcoming and confident manner and in situations that may be emotionally heightened.
10. Initiative and ability to work with minimal direction, sound judgment, and decision-making capabilities are essential.
11. Ability to maintain confidentiality of all school and personnel matters.

### **Part V: Desired Qualifications**

1. Bilingual skills
2. Secretarial or administrative experience in a public school setting.

### **Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear, and speak. The employee may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



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During their duties, the individual may expect exposure to blood or other potentially infectious materials or illnesses. The noise level in the work environment is usually moderate but can occasionally be loud.