



## 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 to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not be assigned all of the duties identified herein.

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

### **Part I: Position Summary**

Performs as 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 area 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 to include office manager or building secretary if so designated by the school administrator. Work is controlled and/or 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 on a daily basis. 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.



## **GENERAL OFFICE SECRETARY (ATTENDANCE)**

3. Receives and initiates calls to parents/guardians pertaining to student attendance. Assists students, teachers and parents with attendance questions and issues. Maintains schedule 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 to parents concerning student attendance 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 to include suspension as prepared or directed by the school administrator.
6. Receives and admits students who have been absent, arrive late or leave early from school. Reviews excuses and ensures authenticity of signatures. Confronts student who have unexcused absences. Initiates referral to administrators or counselors consistent with school and district policy.

### **Secretary Support:**

1. Provides general office and student support as requested. Prepares, maintains, and assists in disposition of files and records. Inputs, operates, and maintains electronic data bases and files as assigned. Assists in preparation and distribution of mail, bulletins, special materials. Answers telephones, directly assists or routes callers to the proper office/person, and makes calls to 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 the use of such equipment. May assist in the requisition and maintenance of office supplies and school.

### **Student Registration:**

1. May be trained for and provide back-up to the student registration secretary to include assisting in registering new students, assuring 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.



## **GENERAL OFFICE SECRETARY (ATTENDANCE)**

### **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 engagement of a diverse community and skill in communicating with a diverse population.
2. High school diploma or equivalent.
3. Two years of recent secretarial or clerical experience involving application of policies and procedures and requiring timely and accurate work.
4. Must possess basic clerical skills including typing and filing, and must possess knowledge of basic office equipment and technology and keyboarding skills of at least 60 words per minute. Skill in the use of word processing, spreadsheets, and database software.
5. Knowledge of general secretarial procedures including excellent grammar and proofing skills, and the ability to maintain accurate and reliable records and data.
6. Ability to effectively organize work, set priorities, meet deadlines, attend to detail and follow through on a variety of assigned tasks.
7. 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.
8. 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.
9. Initiative and ability to work with minimal direction, sound judgment and decision-making capabilities are essential.
10. 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 must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



## **GENERAL OFFICE SECRETARY (ATTENDANCE)**

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. 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.

It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties. The noise level in the work environment is usually moderate but can be loud on occasion.