QUALIFICATIONS

1. Hold at least a high school diploma or general equivalency diploma.

2. Have at least (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed.

3. Have knowledge of typing, office machines, and computers.

4. Meet health and physical requirements.

JOB GOAL

The Attendance Office Secretary is responsible for assisting in the management of the school attendance office.

ORGANIZATIONAL RELATIONSHIPS

Reports to the assistant principal in charge of attendance and discipline.

ESSENTIAL FUNCTIONS

1. Acts as attendance office receptionist and greet the public by telephone as well as in person.

2. Directs telephone calls and messages to proper recipients and personally assist students and teachers with routine questions or problems.

3. Acts as secretary to principal or one or more assistant principals including the management of calendar of events, meetings and other appointments for them.

4. Types memos, lists, reports, correspondence and other materials.

5. Operates standard office machines.

6. Keeps accurate records, collects data and prepare reports as required.

7. Maintains a pleasant attitude being tactful and courteous with all school personnel, students and visitors.
ESSENTIAL FUNCTIONS (continued)

8. Maintains the confidentiality of reports, records, and personal experiences of a private nature regarding students, school employees and patrons.

9. Coordinates clerical workload and recommends improvements in office procedures.

10. Assists in training new office personnel and supervises student office workers.

11. Keeps accurate records of attendance for all employees and compiles and types a monthly report of all teacher absentees and substitutes hired.

12. Calls substitute teachers for teachers who are absent.

13. Generates new attendance sheets and distributes them on a bi-monthly basis.

14. Collects, files and distributes attendance sheets on a daily basis.

15. Creates and maintains student files.

16. Develops a daily master attendance list and calls students and parents regarding absence.

17. Distributes excused and unexcused notes to students on a daily basis.

18. Maintains an orderly and business-like attendance office.

19. Assists in inventorying and ordering attendance office supplies.

20. Performs other duties as assigned by the principal or his designee.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 25 lbs., with frequent lifting and/or carrying of objects weighing up to 10 lbs. Other physical demands that may be required is as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
PHYSICAL DEMANDS (continued)

6. Hearing
7. Seeing
8. Walking
9. Standing

TEMPERAMENT (Personal traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

2. Adaptability to dealing with people.

3. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.

2. Verbal: Ability to understand meaning of words and the ideas associated with them.

3. Numerical: Ability to perform arithmetic operations quickly and accurately.

4. Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shading of figures and widths and lengths of lines.

5. Motor Coordination: Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.

6. Color Discrimination: Ability to perceive or recognize similarities or differences in colors or in shades or other values.

7. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

8. Manual Dexterity: Ability to move the hands and manipulate small objects with the fingers rapidly or accurately.
WORK CONDITIONS

Normal to very hectic environment.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skill required of personnel so assigned.