



Job Title: **Admin Asst. Attendance Secretary - Middle School**

Department: **Middle Schools**

Supervisor: **Principal**

Lane Placement: **ESP Lane 5**

Schedule: **7 hrs / 206 days**      Evaluation Group: **JCES 11**

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the supervision of the middle school Principal, the Attendance Secretary may act as secretary to an Assistant Principal. Incumbent accounts for attendance of students, supplying needed records and reports and monitors enrollment, both entries and exits. Incumbent may also supervise staff and students helping with attendance activities.

## **ESSENTIAL FUNCTIONS**

- Acts as secretary to Assistant Principal.
- May type and file correspondence, memos, and notices.
- Calls students, relays messages, and sets up appointments.
- Takes minutes at meetings and handles related correspondence.
- Gathers information, compiles and maintains computer and other records relating to student attendance (e.g. scanning daily attendance and processing daily attendance/absentee records, daily teach reports, parent notification, and weekly scan sheets).
- Collects and organizes quarterly attendance and year-end grade books from each teacher for permanent files.
- Works closely with the counselors and assistants to ensure accurate registration of new students.
- Prepares transfer papers and completes computer data input for transferring students.
- May assure that all registration forms required for all students are properly filled out and distributed to initiate their entry into school.
- May maintain change of address and telephone numbers.
- May ensure students are issued a lunch account number.
- From computer and other files, compiles and submits necessary information and reports to individuals in the school and appropriate District Offices regarding student entries, withdrawals, truancy, dropout, hospitalized students, students on home and hospital, suspension, educational leave, and students checking out of school.
- Trains and coordinates staff and students assisting with attendance.
- Performs general office duties in the school office (e.g. typing, filing, answering telephones, and assisting students).
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

## **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

• This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.

• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires one additional year of training in computer operation, basic bookkeeping, office machines and procedures.
- Requires one year job-related work experience with demonstrated competence.
- Must have competence in reading, writing, and math.
- Requires verified typing skill of 50 wpm.
- Requires good interpersonal skills. Interacts with students, parents, teachers, school staff, and District personnel.
- Requires skill in computer entry and retrieval.
- Requires ability to work with frequent interruptions and still meet deadlines and work with accuracy.
- Requires ability to maintain confidentiality.
- Some problem solving skills needed.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**PHYSICAL REQUIREMENTS---Not limited to the following:**

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
  - Requires the ability to lift a minimum of ten (10) pounds.
  - Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.
- Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
 It is the employee's responsibility to review and adhere to all district policies and procedures.  
 This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/8/2020