

**TITLE:                                   Lead High School Attendance Secretary**

**QUALIFICATIONS:** 1.     High school graduate or equivalent.  
 2.     Demonstrate typing and word processing skills on district test battery.  
 3.     Proficient in reading, writing, and speaking the English Language.  
 4.     Demonstrated ability to perform essential functions of this job.  
 5.     Ability to make decisions within established policy, guidance and procedures.  
 6.     Experience in basic office procedures and the operation of office equipment, and computers. Knowledge of Microsoft Word, Excel, and GroupWise preferred.  
 7.     Such alternatives to the above qualifications as are determined to be appropriate and acceptable.

**REPORTS TO:**            Building Principal

**JOB GOAL:**             To assure the smooth and efficient operation of the high school attendance office so that the office's maximum positive impact on education can be realized.

**ESSENTIAL FUNCTIONS:**

1.     Be responsible for the function and operation of the High School Attendance Office.
2.     Maintain the attendance records of all students during the day.
3.     Receive and record all telephone calls regarding daily student attendance.
4.     Issue and record "passes" and "admit slips" to students leaving and returning to school.
5.     Print and verify the daily attendance record.
6.     Contact parents of students when no telephone call has been received regarding student's whereabouts.
7.     Document all suspensions, unexcused absences, all data concerning student activities on the attendance record.
8.     Provide attendance information to the administration and staff when needed.
9.     Refer cases and patterns of chronic absenteeism or truancy to the administration and staff.
10.    Manage the district "Identification Card" system and print ID badges for all district employees and designated students. Maintain current photos.
11.    Issue "permanent passes" to appropriate students each semester.
12.    Maintain and prepare the state and district attendance reports as required.
13.    Maintain a daily count of attendance figures from enrollment until the official count day. Keep track of new students as they enter as well as students who transfer out throughout the year.
14.    Assist students (i.e. taking messages) as well as with general information regarding activities, rules, or policies pertaining to students.
15.    Maintain and record extended absence and college visit forms.
16.    Instruct and supervise attendance of student aides.
17.    Assist main office secretaries and administrators by providing general secretarial help when attendance duties are completed.
18.    Create and manage records for the SASI Staff Information Atom.

19. Computer Responsibilities:
  - a) Attendance management input (SASI)
  - b) Identification cards management input
  - c) Photo management input in SASI using Polaroid System.
  - d) Proficiency in Microsoft Word, Excel and GroupWise as a minimum
20. Perform other related duties as assigned by the administration.

#### PHYSICAL REQUIREMENTS:

1. Reaching: Extending hand(s) and arm(s) in any direction.
2. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Requires the substantial use of the upper extremities and back muscles.
3. Fingering: Picking, pinching, typing/keyboarding or otherwise working primarily with fingers rather than with the whole hand or arm as in handing.
4. Grasping: Applying pressure to an object with fingers and palm.
5. Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
6. Talking: Expressing or exchanging ideas by means of the spoken word.
7. Hearing: Ability to receive detailed information through oral communication.
8. Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.
9. Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Work involves sitting most of the time.
10. Work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal reading, and operation of machines at distances close to the eyes.
11. The worker is not substantially exposed to adverse environmental conditions.

TERM OF EMPLOYMENT: Approximately 10.5 months

SALARY RANGE: SECRETARY II

EVALUATION: Performance of this job will be evaluated annually by the Building Principal.

Approved: January 20, 2004