

**Job Title:** SECRETARY, ATTENDANCE  
**Reports to:** Principal  
**Dept./School:** Assigned Campus  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** 2013-2014

### **Primary Purpose**

Ensure efficient operation of school administrative office and provide clerical services for school's administrative staff.

## **QUALIFICATIONS**

### **Education/Certification**

High school diploma or GED

### **Special Knowledge/Skills**

Proficient typing, word processing (minimum 35 WPM) and file maintenance skills

Effective organizational, communication, and interpersonal skills

Ability to use personal computer and software to develop spreadsheets, databases and do word processing

Knowledge of basic accounting principles

### **Experience**

One to three years secretarial experience, preferably in public education environment

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Records, Reports, and Correspondence**

1. Prepare written correspondence forms, schedules, or reports using typewriter or personal computer.
2. Prepare instructional materials, meeting agendas, honor roll, and campus communication as requested, using typewriter or personal computer.
3. Maintain a daily teacher attendance log and records for substitute teachers.
4. Maintain a daily student attendance log and issues bus cards.
5. Register new students and assist visitors.
6. Do transfer, withdrawal and request for transcripts as needed.
7. Keep student rosters up-to-date by teacher and grade.
8. Monitor and process personnel time records including leave requests and reports.
9. Compile information and submit to central office.
10. Maintain school calendar of events.
11. Prepare weekly N.S.L. report to the Data Processing Department.

12. Perform routine duties in the absence of the nurse.
13. Keep ethnicity report up-to-date for administrative purposes (Beginning of school year this is done on a daily basis for first 15 days).
14. Type and prepare enrollment cards and attendance cards for each student before classes begin in the fall and keep it up during the year.
15. Keep on hand daily attendance slips, student release forms, tardy slips, etc.

### **Reception and Phones**

16. Assist students, teachers, and parents as needed.
17. Receive incoming calls, take reliable messages, and route to appropriate staff.

### **Files**

18. Maintain physical and computerized files including inventory of school and office supplies, mailing lists, student records, visitor logs, and office communication.
19. Update handbooks, policy manuals, and other documents as assigned.

### **Accounting and Inventory**

20. Receive, store, and issue supplies and equipment.
21. Perform routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records.

### **Other**

22. Sort, distribute, or deliver mail and other documents.
23. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
24. Perform other duties assigned by supervisor.
25. Maintain confidentiality of information.

### **Supervisory Responsibilities**

26. Monitor the work of campus secretaries and clerical aides.

### **EQUIPMENT USED**

Personal computer, typewriter, printer, copier, fax machine, and calculator.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; work with frequent interruptions. Repetitive hand motions and prolonged use of computer.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.