

High School Attendance/AD Secretary Job Description

Purpose: The HS Attendance/AD Secretary provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the Secretary must work closely with the staff and administration of the district.

Responsible to: Assistant Principal/AD

Payment rate: According to Classified Salary Schedule

Qualifications:

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Two years office experience.
4. Must pass spelling, math, and keyboarding tests.
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
6. Desire to continue career improvement by enhancing skills and job performance.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.
3. Must be able to handle multiple tasks at one time efficiently and courteously.

All Employees are expected to:

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner.

Responsibilities:

1. Provide office and clerical support to assist with the efficient operation of the school district.
2. Perform the usual office practices associated with a productive, smoothly run office.
3. Screen visitors and telephone calls, directing them to the appropriate person/department.
4. Perform bookkeeping tasks associated with the position.
5. Maintain a schedule of appointments and make arrangements for conferences and interviews, including athletic signings.
6. Plan and organize Senior Parent Night for each athletic season.
7. Screen and route incoming mail.
8. Prepare rosters and programs for sports and other activities, and submit to other schools as needed.
9. Compile list of student fees due to district.
10. Communicate with auditor regarding attendance.
11. Provide reports to KSHSAA in a timely manner.
12. Issue computer generated notices to parents regarding lunch balances, athletic event cancellations, etc.

13. Use the district website to post announcements and weekly bulletins.
14. Prepare rosters and programs for sports and other activities, and submit to other schools as needed.
15. Supervise assistants and to enforce confidentiality in all situations.
16. Assist in the preparation of graduation programs, award certificates, and activity handbooks.
17. Contact parents to confirm absences.
18. Supply weekly attendance to neighboring school districts.
19. Maintain accurate attendance records, and report attendance problems to principal.
20. Prepare homework requests for absent/suspended students.
21. Assist with enrollment.
22. Distribute office passes and notes as directed.
23. Assist students, teachers, principals, and other staff members whenever possible.
24. Compose, type, and copy correspondence, reports, bulletins, records, and other materials and distribute to the correct individual in a timely manner.
25. Obtain, gather, and organize pertinent data, putting it into usable form.
26. Administer daily meds or first aid to ill/injured students in the absence of the school nurse according to school policy.
27. Maintain an orderly filing system.
28. Keep current on new information, innovative ideas, and techniques.
29. Respond to information requests in a cooperative, courteous and timely manner.
30. Keep personnel and student information records confidential.
31. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
32. Perform such other duties as assigned from time to time.

Term of Employment: At will.

Evaluation: Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

Approved: _____ **Date:** _____
Board President

Reviewed and agreed to by: _____ **Date:** _____
Employee