

Casey-Westfield School District C-4 Job Description

JOB TITLE:	Secretary, High School Attendance
DEPARTMENT:	Building
LOCATION:	School Building
REPORTS TO:	Building Principal
EVALUATION:	Evaluation will be conducted by the Building Principal
EMPLOYMENT:	One hundred seventy-six (176) pupil attendance days, four (4) institute days, twenty (20) extra days (3 weeks prior to start of school and one(1) week after end of school term), plus eleven (11) holidays for a total of two hundred eleven (211) days at eight (8) hours per day.
VACATION:	None
APPROVED:	January 19, 2004

SUMMARY: Serves as attendance secretary and secretary to the Assistant Principal. Serves as facilitator for the school/public being served in communicating information, problem solving, material acquisition, cash handling, and record keeping.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Assists Administration with communication within and outside the school building.
 - Makes and receives telephone calls, takes messages, routes calls.
 - Greets visitors courteously.
 - Answers routine questions presented by students, teachers, and public.
 - Types, prepares, distributes, files records/reports, correspondence, mailings etc. related to building functions and principal needs.
 - Works with probation officer – sends request for grades/discipline
 - Works with Clark County Health Department – sends monthly attendance per request.
 - Issues daily office requests for Assistant Principal to students.
 - Notifies parents of students daily absence from school.
 - Sends letters to parents regarding student absences.
 - Mails discipline notices to parents.
 - Distributes community/district flyers.
- Maintains school records and files for building, Assistant Principal, Principal and related requirements.
 - Assists with enrollment of new students
 - Maintains student database with student information and attendance.
 - Organizes registration materials for the building and works registration.
 - Maintains student temporary and permanent records – files and records test scores.
 - Maintains new and transfer student records – assists with bus information for new students.
 - Maintains applications for free and reduced lunches.
 - Assists Principal with State reports (Fall Housing, School Report Cards, and End-of-Year reports).
 - Sends monthly attendance reports to Unit Office.
 - Sends weekly and monthly breakfast and lunch reports to the Unit Office.
 - Operates standard office equipment.

- Performs duties related to students.
 - Monitors daily attendance and sets up conferences with Assistant Principal to notify students of their absences.
 - Maintains sign-in/sign-out sheet for students.
 - Collect, copy and mail mid-term letters to parents.
 - Complies with student requests for sending transcripts to businesses and post-secondary institutions.
 - Prepares necessary paperwork for students transferring to another school district or leaving the district.
 - Assists students who are injured or ill – call school nurse and/or parents.
 - Administers medication according to district policy and regulations.
 - Issues prearranged absence slips students as needed.
- Performs duties relating to staff
 - Helps to maintain and schedule parent-teacher conference appointments.
 - Assists counselor with grade reports each nine weeks (class rank, GPA, etc.)
 - Assists counselor with student transcripts – posting grades at semester.
 - Issues field trip to teachers as needed.
- Performs building financial duties
 - Collects, deposits and records monies for breakfast and lunch accounts.
 - Sends notices to parents regarding breakfast and lunch account balances.
- Serves as confidential secretary to the Assistant Principal.
- Takes inservice training as required.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); one to three months related experience .

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to type with a reasonable degree of proficiency. Ability to operate a personal computer and related software. Ability to get along with other people. Patience in dealing with parents and small children. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee occasionally lift and/or push up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.