

Secretary, Attendance – High School
Marshall Public School District Job Description

Position Title: Secretary, Attendance, High School

Department: Attendance and Discipline, Marshall High School

Reports To: Asst.Principal & Principal

SUMMARY: Serves as confidential secretary to the Asst. Principal with regard to attendance and discipline of high school students.

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

- Makes and receives telephone calls, takes messages, routes calls.
- Processes homework and Satellite school requests.
- Writes admits for students returning to school, and assign Detention and/or ISS for those students truant.
- Keeps track of all tardies and assigns am/pm detention, and records all tardies in the computer
- Responds to inquiries from students, teachers, and parents regarding attendance rules, absences, suspensions, and enrollment status.
- Maintains student demographics in system.
- Keeps track of all students assigned am/pm detention, ISS, and Saturday school students.
- Tracks resident, non-resident and part-time students.
- Maintains daily discipline list.
- Processes attendance hourly and daily for building staff.
- Types, prepares, distributes, files records/reports, correspondence etc. related to attendance.
- Compiles and submits a variety of weekly, monthly and year end reports as required, including September and January count and year-end report for core data.
- Maintains monthly drop out report
- Attends Open House and conferences
- If nurse is not available, distributes medicines.
- Works with probation officer.

SUPERVISORY RESPONSIBILITIES: May supervise am/pm, ISS, and Saturday School, if needed.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) and one year previous office experience.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

TERMS OF EMPLOYMENT: Ten month employee. Salary is established, by the Board of Education.

