

JOB DESCRIPTION

Title: **Secretary (School) / Attendance Clerk (Part-Time)**

Qualifications:

1. High School diploma
2. Ability to organize data, use basic math skills, and keep accurate reports
3. Ability to relate pleasantly with students, staff, and visitors
4. Office machine skills, including computer, word processor, typewriter, calculator
5. Organizational and time management skills
6. Other requirements as deemed necessary by the School Board

Reports to: Building Principal

Supervises: Student office workers; volunteers as assigned

Job Goal: To perform clerical duties as assigned and maintain an accurate, on-going record of student attendance.

Performance Responsibilities:

1. Keep all attendance records (Grades K – 12 and Hearing Impaired);
2. Compile, record, and report all attendance records on a daily, weekly, monthly, and annual basis;
3. Prepare and submit all attendance related reports to immediate supervisors;
4. Compile, keep, report, and submit state, county, district, and school reports and registers of attendance;
5. Prepare quarterly drop / add lists and reports for the ROE and copy for appropriate district personnel;
6. Contact parents of absent / tardy students (within two (2) hours of absentee notification) and inform administration of all student attendance;
7. Issue tardy and reinstatement passes to students;
8. Validate parent / guardian excuses for absences;
9. Greet visitors in an inviting, positive manner;
10. Issue visitors' passes and keep a record of such visits;
11. Keep seating area neat and inviting to guests;
12. Answer telephone (transfer calls in a timely and effective manner, as required);
13. Do typing / word processing as assigned;
14. Assist in writing and mailing detention and suspension letters to parents;
15. Maintain bulletin boards in office and teachers' lounge;
16. Sort and distribute mail each day;
17. Collect book, locker, and other student fees
 - write accurate receipts
 - prepare daily deposit slips
 - take money and deposit slips to district office for banking

- maintain and update fee lists
18. Maintain copiers in office and teachers' lounge:
 - keep loaded with paper and toner
 - ensure copy quality; call for appropriate service / maintenance
 - keep track of monthly copy counts (meter reading);
 19. Assist with beginning of year and school closing activities, and keep up-to-date checklist records;
 20. Keep accurate emergency forms and information on each student;
 21. Register incoming students and obtain school records for all new students;
 22. Maintain all school records / files for K-8 students;
 23. Forward records of K-8 students who have transferred;
 24. Keep an inventory of school office supplies and materials on hand;
 25. Prepare packages for mailing, arranging for appropriate freight pickup;
 26. Review free & reduced applications for each student (send on to principal for approval) and maintain an accurate file throughout the year;
 27. Perform such other duties as assigned by principal or superintendent.

Terms of Employment: Ten (10) month employee. Salary and working conditions as agreed upon with the Board and contained in the individual's employment contract.

Evaluation: Performance of this job will be evaluated on an annual basis by the building principal, in collaboration with the Dean of Students, in accordance with the Brooklyn #188 Board of Education policy regarding employee evaluation.

Adopted: September 20, 2001

Employment Agreement: The signature below indicates that I have read and understand my duties outlined in the Attendance Clerk / School Secretary's job description. I have been provided a personal copy for my own records and convenient referral. An annual performance evaluation will coincide with my duties as outlined herein. I fully agree to faithfully perform any and all such duties assigned to me in a timely manner.

Employee Signature

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