

**Roswell Independent School District
Job Description**

Job Title: HIGH SCHOOL ATTENDANCE SECRETARY

Reports To: PRINCIPAL

General Job Description:

Under general supervision compiles attendance records for school, assists with registration, monitor attendance and enrollment.

Essential Duties and Responsibilities:

1. Post daily call-ins, excused activity list, suspensions and truanancies.
2. Answer telephone and direct calls.
3. Answer hand held radio.
4. Receive, route and take messages and deliver to staff and students.
5. Generate attendance rosters for substitutes daily.
6. Post attendance for substitutes in building.
7. Complete/record entrance and withdrawals.
8. Reconcile figures and research any discrepancies in student, teacher or class information.
9. Computes average daily attendance figures.
10. Enter medical excuses, maintain files for the same and research discrepancies in attendance.
11. Send homework request to teachers.
12. Generate/collect attendance/grades/reports for agencies as needed.
13. Answer inquiries from parents and school officials.
14. Assists in the processing/distribution of truancy referrals.
15. Prepare and send 3, 5 and 10 day absence letters.
16. Compile 10 Day letters for Probation Hearing.
17. Contact students and update information in PowerSchool.
18. Update records – Verification Sheets; Update student addresses from return mail.
19. Maintain school and district sign-in logs.
20. Monitor building visitors.
21. Research inquiries for parents/guardians contacting or picking up students.
22. Assign and remove student lockers.
23. Maintain current staff directory.
24. Homework Request.
25. Generate bus slips for students.
26. Student change money box.
27. Send for student for School Base Health Center
28. Maintain confidentiality with sensitive matters.
29. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
30. Report to work on time and work no less than 7 hours per day.
31. Work independently with very little supervision.
32. Attempt to deescalate parents/students; listening/visiting with them about their concerns prior to them meeting with administrators.
33. May be required to perform other related duties as assigned your supervisor.

Marginal Duties and Responsibilities:

1. Assist with graduation functions.
2. Enrollment waiting list and set necessary referrals and meetings.
3. Book fines, library fine lists for use during withdrawals; back-up for other clerical functions as needed.

Supervisory Responsibilities:

Supervise student aides.

HIGH SCHOOL ATTENDANCE SECRETARY (CONT'D)

Qualifications:

1. High School diploma or GED
2. One year experience in a clerical position with a high degree in data entry.
3. Knowledge of computer systems, including data bases and word processing programs.
4. Manage personal and professional tasks through the use of technology.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date