



FOLEY PUBLIC SCHOOLS JOB DESCRIPTION

Job Title: HS Attendance

Revision Date: Summer 2021

Last Classification Review: 10/11/2021

Exempt Status: Non-Exempt

Department: High School

Reports To: Director of Finance/Principal

Job Summary:

Under the direction of the High School Principal, the HS Attendance Secretary is responsible for performing a variety of clerical and recordkeeping functions to track, monitor, recording and updating daily high school attendance, student College in School and PSEO times. Works directly with Dean of Students regarding truancy and assists him with the Gifted and Talented program as needed. Also provides other assistance and duties for the HS Office as needed.

Essential duties outlined below are intended as “*representative*” or “*illustrative*” examples of the level, nature, decision-making and general expectations of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: None

Essential Duties and Responsibilities:

Serves as the HS Attendance Secretary. Performs a variety of duties and tasks to perform attendance responsibilities such as:

- Performs general customer service and receptionist functions in the HS Office. Performs such duties as:
 - a) Answers office phone line directing callers to appropriate staff.
 - b) Greets the public, staff, and students coming into the office and directs them to appropriate individuals and/or provides general information, as appropriate.
 - c) Records all voicemail from attendance lines to initiate and set up daily attendance.
 - d) Contacts parents to follow up with parents regarding absent students but no excused absence provided by parents.
- Types up all early release students to inform teaching staff of permission to leave classrooms early.
- Updates all spreadsheets recording student arrivals and departures times. Records attendance information in the student information system (Infinite Campus). Verifies all excused absences and that all non-excused absences are followed up on in accordance with office procedures.
- Assists teachers with the recording of attendance, if needed. Monitors and follows up on any notes or comments recorded on their attendance.

- Assists the Dean of Students with tracking and monitoring students exceeding attendance guidelines.
- Maintains spreadsheet of college eligible students and the college classes they may attend. Assures parent permissions are received and files for students to utilize CIS time. Records all students eligible in student rosters. Records student CIS days/hours when students leave and return from the building. Prepares summary reports of various CIS time amounts/days.

Minimum Qualifications:

Requires a minimum of High School Diploma and 1-3 year of prior general office or customer service experience required and/or a combination of equivalent education and experience to perform the essential duties of the job.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Basic understanding of recordkeeping functions and district operations-
- Fundamentals of general office and general administrative procedures and operational requirements.
- Office equipment and typical productivity software, databases or customized systems/applications used within the district for processing benefit payments and activity accounts.
- Knowledge of basic record retention, record/file/database maintenance requirements.

Essential Skills Necessary To Perform The Work:

- Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals.
- Using and operating computers and applying office productivity software for basic word processing, file maintenance and data entry. Proficient in word, excel and other software applications.
- Performing work assignments requiring attention to detail, precision, and accuracy.
- Learning specialized district software applications used in the maintenance of department/building files and records.
- Ability to learn and apply building office routines and office procedures.
- Possess excellent oral, written, and interpersonal skills.
- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with employees, agencies, and the public.
- Preparing and generating reports and forms.

Work Environment:

Work is performed typically in a school office setting. Work environment presents minimal risks or hazards associated with the work.

Physical Job Requirements:

Employee is continuously required to talk and hear and use hands/fingers dexterously; frequently sits; intermittently stands, walks, reaches with hands and arms, stoops, kneels, and crouches in the performance of the job. Exerting up to 10 lbs. pounds of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.