

JOB TITLE: Attendance & Counseling Secretary

DEPARTMENT: School Site

REPORTS TO: Site Principal

FLSA STATUS: Non-Exempt

EMPLOYMENT STATUS: 10 contract; 8 hours/day

MINIMUM JOB REQUIREMENTS:

Education: High school diploma or GED

Experience: 1-3 years general office

Skills: Computer literacy required; excellent interpersonal skills; highly accurate and detail-oriented

ESSENTIAL JOB FUNCTIONS: *These statements are intended to describe the responsibilities assigned to the position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.*

1. Receives and screens all incoming calls; routes to appropriate staff and supplies information to callers.
2. Receives visitors, obtains name and nature of business.
3. Answers inquiries from parents/guardians and school officials using BOE guidelines and state approved codes.
4. Provides clerical support for school site including performing as first level problem resolution, sorting mail, scheduling conferences and appointments, completing correspondence, etc.
5. Helps distribute and organize items for site substitutes.
6. Assists in report data compilation and preparation.
7. Assists other staff as needed on special projects and performs duties assigned by administrator.
8. Prepare and organize orientations for new students.
9. Purchasing of Supplies as needed
10. Enroll new students and withdraw students who move to another site/district.
11. Complete 10 Day Drop/Suspension paperwork

12. Daily attendance record keeping and daily parent calls
13. Pay Requisitions for security and night school staff
14. Record keeping of all virtual programs to include BAVS, out-of-school placement, and credit recovery night school.
15. Input of student grades each semester into eSchool.
16. Maintain all student grades earned through Edgenuity for transcribing purposes
17. Receive payments for night and summer school credit recovery courses.

ESSENTIAL BEHAVIOR:

Ability to use sound judgment in any situation. Ability to receive and appropriately respond to directions of supervisor. Able to successfully deal with changes in job assignment and priorities and properly respond to complaints. Able to work cooperatively with all district employees and the public while achieving the objectives of the job.

ATTENDANCE STATEMENT:

Able to be in attendance for assigned responsibilities with 95% minimum attendance.

ENVIRONMENTAL CONDITIONS:

Primarily inside working conditions with no exposure to extreme environmental conditions.

PHYSICAL STANDARDS:

- Ability to lift/carry and manipulate objects and supplies of up to 10 lbs. for up to 50 feet is frequently required; ability to lift/carry objects of 11-24 pounds for up to 50 feet is occasionally required
- Standing in place for short periods of time
- Walking as required to access equipment and perform responsibilities
- Sitting as required to complete tasks
- Use of hands to do fine finger work as in operating a computer
- Strong hand-eye coordination
- Talking and hearing as to communicate concerning job-related duties as assigned and communicate via telephone
- Close vision (clear vision at 20 inches or less) with or without correction
- Distance vision (ability to identify and distinguish colors)
- Peripheral vision, depth perception and ability to adjust focus