

**Job Title:** Receptionist/Attendance Clerk – Secondary

**Wage/Hour Status:** Nonexempt

**Reports to:** Principal

**Pay Grade:** C 4 - 202 Days

**Dept. /School:** Assigned Campus

**Date Revised:** 4/2025

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**Primary Purpose:**

Under direct supervision provide reception and clerical assistance for the efficient operation of the campus office.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Proficient word processing and file maintenance skills

Effective organizational, communication, and interpersonal skills

Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

Knowledge of basic accounting principles

Demonstrate the ability to use Microsoft office or an equivalent computer program to develop spreadsheets, databases, and do word processing

Ability to prioritize workflow to address multiple needs of the supervisor

Ability to multi-task numerous complex administrative activities

Have excellent integrity and demonstrate good moral character and initiative.

Bilingual preferred

**Experience:**

One to three years secretarial experience, preferably in public education environment

**Major Responsibilities and Duties:**

Align the major functions of the assignment with district goals such that all students succeed.

***Records, Reports, and Correspondence***

1. Maintain accurate records of student attendance on a daily basis.
2. Code reasons for student absences and tardiness and maintain file of parent documentation.
3. Prepare truancy files for students not meeting attendance requirements and submit to the appropriate Justice of the Peace and to the administrator attending the truancy hearing.
4. Develop any requested/required attendance reports in a timely manner.

## ***Reception and Phones***

5. Assist students, teachers, and parents as needed.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
7. Demonstrate appropriate telephone etiquette, with proper voice inflection, take reliable messages, and route to appropriate staff.
8. Greet visitors, answering telephone calls in a pleasant and efficient manner, and communicating effectively in routine, sensitive, and confidential matters.
9. Protect confidentiality of school records and information about students and staff, and use discretion when sharing any such information.

## **Other**

10. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Principal or designee, and not otherwise prohibited by law or Board regulations.

## **Supervisory Responsibility:**

None

## **Equipment Used:**

Personal computer, copier, fax machine, and calculator.

## **Working Conditions:**

### **Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress; work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Signature

Date

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