

Middle School

Position Title Attendance Secretary Band/Grade A-1-2-2

Immediate Supervisor Assistant Principal

Job Summary (Basic Purpose of Position)

Supervisor \_\_\_\_\_ Employee \_\_\_\_\_

Basic purpose is to maintain accurate and up to date attendance records for all Middle School students and to serve as general secretary to assistant principal.

\*Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
1.01 Record daily attendance of students. a. Keep up-to-date records of students attendance for quarterly & yearly state reports b. Notify parent or guardian to verify the absence.	A-1	D		1.01 Know the daily schedule of students and teachers a. Know when and what events and activities are going on.	1.01 All students are accounted for on a daily basis.
1.02 Filing of admits (parent & guardian notes)	A-1	D		1.02 Know the filing system.	1.02 All items are filed.
1.03 Transferring record of student absences from daily record to student's personal record.	A-1	D		1.03 Know the system.	1.03 All records are up to date at the time the state report is filled out.
1.04 Write admits, tardies, permits and passes for students.	A-1	D		1.04 Be able to recognize excuses that are not valid.	1.04 Services are performed efficiently, accurately and in a courteous manner.

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2.01 Answer the telephone. a. Calls from parents re- garding attendance. b. Calls from the general public on school matters. c. Communicate with students and faculty within the school. d. Relay messages to students from parents.	A-1	D		2.01 Speaking in a manner that is pleasant, courteous and clear. a. Not letting my personal life and opinion interfere.	2.01 All concerned parties are in- formed daily to the satis- faction of the immediate supervisor.
2.02 Receive visitors and parents. Direct them to appropriate places.	A-1	D		2.02 Schedules of staff and students.	2.02 Service is performed courteous- ly and efficiently.

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3.01 Any letter or calling he might need. a. Be able to adjust my work to make time for any extra work he might have.	A-1	W		3.01 Typing, punctuation and grammar skills.	3.01 Service is performed to satisfaction of immediate supervisor.
3.02 Mail out suspension notices to parents or guardians. a Maintain file of suspension	A-1	D		3.02 Correct address list.	3.02 All suspension notices are completed and records are available to the supervisor.
3.03 Prepare letters of truancy to be mailed to County Attorney	A-1	M		3.03 Correct number of days absent to report to County Attorney.	3.03 Petition is filed.

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4.01 Type daily attendance reports and run off.	A-1	D		4.01 Knowledge of machine operation and care.	4.01 Daily attendance is available to school personnel at appropriate times.

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5.01 Knowledge of duties of other workers in the office. a. To be able to fill in for them in their absence.	A-1	M		5.01 Know the daily routine of the school.	5.01 Assigned task by supervisor are all performed as required.