

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE: September - 1986
 LAST REVISION DATE: February 2019
 BAND & GRADE: A-1-2-2

POSITION TITLE: Middle School Attendance Secretary

IMMEDIATE SUPERVISOR: Middle School Principal

Job Summary (Basic Purpose of Position)

To ensure effective office operation and communication between parents, staff, students, and administration; and maintain accurate student attendance records.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.0 SECRETARIAL/CLERICAL DUTIES:		D65%		KNOWLEDGE OF:	
1.01 Greet and screen visitors and calls; determine when incoming calls involve potential crisis situations (ex. fight/assault, threat) and relay information, calls and messages to appropriate staff.	A1			1. District policies and procedures. 2. Building policies and procedures. 3. Telephone etiquette. 4. Understanding of the District student management system.	1.01 Calls and visitors screened appropriately and critical information forwarded to appropriate staff in a timely fashion.
1.02 Utilize proper telephone procedures to receive and direct calls and relay appropriate information regarding co-curricular activities.	A1			5. Bulk mailing procedures.	1.02 Communication with parents, staff and patrons are completed efficiently, courteously and accurately.
1.03 Collect and process student activity fees and waiver forms.	A1			6. District forms.	1.03 Fees are accurately recorded and waiver forms are signed and filed.
1.04 Assist students in resolving locker problems.	A1			7. Word processing.	1.04 Lockers are opened for the students or the repair process initiated.
1.05 Issue student admit forms, tardy forms and permissions to leave the building.	A1			8. Personal computers and software applications.	1.05 Services are performed in a courteous and efficient manner.
1.06 Maintain required student database attendance records and reports as directed by building administrative staff.	A1			9. Extra-curricular fees and policies.	1.06 Attendance records and reports maintained as directed.
1.07 Obtain homework from teachers as requested.	A1			10. Locker locations and combinations.	1.07 Homework for absent students is collected and available to parents at
1.08 Assist and greet parents and visitors.	A1				

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

1.09 Sort, organize, and distribute mail.	A1				the time requested.
1.10 Organize and maintain activity/athletic files; including but not limited to software program for tracking online registration for activities.	A1			SKILL IN:	1.08 Service is performed efficiently and cordially.
1.11 Locate student information on the district's electronic student information system.	A1			1. Typing at a rate of 65 WPM Net.	1.09 Mail is sorted, organized, counted, and distributed in a timely manner each day.
1.12 Assume responsibilities of absent office staff as requested.	A1			2. Computer and software use.	1.10 Student information is located and correct information is provided.
1.13 Assist with building mailings.	A1			3. Filing	1.11 Performed the duties of absent office staff as requested.
1.14 Receive, record and prepare deposits for co-curricular activity fees that are collected.	A1			4. Organizing.	1.12 Bulk mailings were properly sorted, counted and sent.
1.15 Prepare records and reports as requested by building administrative staff.	A1			5. Operating office equipment.	1.13 All activity fee payments are recorded and deposits prepared accurately in accordance with District procedures.
1.16 Maintain office supply inventory and order supplies as needed to maintain an orderly office and organizing materials for easy access.	A1			6. Telephone and public relations etiquette.	1.14 Records and reports are provided in a timely fashion.
1.17 Perform other duties as assigned.	A1			ABILITY TO:	1.15 Maintained adequate supply of office products in an orderly and organized manner.
2.0 STUDENT ATTENDANCE & DISCIPLINE RECORDS		D30%		1. Maintain confidentiality.	1.16 Other tasks are accurately completed in a timely manner.
2.01 Answer telephone calls and take messages from parents regarding student absences.	A1	W 5%		2. Communicate effectively.	2.01 Communication with parents is completed efficiently and courteously.
2.02 Maintain daily student attendance records; including, but not limited to:	A1			3. Manage time/work priorities.	2.02 Student attendance records are accurately recorded and maintained.
A. Extra curricular.				4. Maintain accurate records.	2.03 Services are performed in a courteous and efficient manner.
B. Suspensions and trancies				5. Plan and organize.	2.04 Students are accounted for on a daily basis.
C. Excused absences				6. Work independently.	2.05 Admit forms, permits and notes are filed in a timely and efficient manner.
D. Health office visits				7. Demonstrate consistent and reliable attendance.	
E. Behavior interventions					
F. Student adds/drops.					
2.03 Issue and process student admit forms, tardy forms, and permits to leave the building.	A1				

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2.04 Contact parent/guardian regarding unexcused absences.	A1				2.06 Daily attendance reports are printed and distributed in a timely manner.
2.05 File admit forms, permits, and parent/guardian notes.	A1				2.07 Parents/guardians are assisted with courtesy and professionalism.
2.06 Print and distribute daily attendance reports.	A1				2.08 Reports are accurately compiled and distributed in a timely manner.
2.07 Assist parents with questions regarding online family access system.	A1				2.09 Parents are notified as directed.
2.08 Compile and provide: A. Weekly attendance reports. B. Weekly tardy reports. C. Comparison reports as requested. D. Attendance reports for other authorized agencies (i.e. probation officers, social workers) as requested.	A1				2.10 Prepare documents and reports on truant students as directed.
2.09 Notify parent(s)/guardian(s) of multiple student absences/tardies as directed.	A1				2.11 Obtained homework for absent students.
2.10 Type truancy documents and prepare reports on truant students and submit records to the appropriate agencies as directed by building administrative staff.	A1				2.12 Other tasks are accurately completed in a timely manner.
2.11 Acquire homework from teachers for students who are absent.	A1				
2.12 Perform other attendance duties as assigned.	A1				