



EDUCATION...
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 500 Support Staff Positions
TITLE: 009 Attendance Secretary

TITLE:	Attendance Secretary (High School and Middle School)
QUALIFICATIONS	<ul style="list-style-type: none">* High level of competence in clerical, computer, and computational skills.* Previous experience in school district business office is preferred.* High school diploma or higher.
REPORTS TO / EVALUATED BY:	Building Principal, Assistant Principal, Assistant Superintendent, and Superintendent
TERM OF POSITION:	<p>11-months</p> <ul style="list-style-type: none">* The Attendance Secretary will serve the total number of student days in session, plus 10 work days prior to the start of the school year and 10 work days following the close of the school year (typically between 195 - 200 days).* The Attendance Secretary will serve a total of 7-1/2 hours per work day.
SALARY:	Negotiable
VACATION:	None
JOB GOAL:	The goal of the Attendance Secretary is to provide the necessary clerical responsibilities to assist the building administrators in the smooth, prompt, and efficient operation of the school office.
RESPONSIBILITIES:	<ul style="list-style-type: none">* Welcomes and greets visitors to the school office.* Answers phone, arranges appointments, and screens visitors.* Assists in typing of correspondence, reports, memos, etc., as instructed.* Maintains a complete and systematic filing system.* Collects, enters, and maintains accurate computer records of all student discipline actions.* Monitors, collects, compiles, enters, and maintains accurate computer records of all daily* Assists in calling parents of students who are absent.* Assists with check-in of late arrivals and admit slips.* Maintains confidentiality of all school-related matters.* Prepare and submit all attendance and membership reports as requested by the building administrators and/or Central Office administrators.* Prepare and submit all attendance and membership reports as requested by the district's auditors.* Perform all other duties as dictated by law and/or assigned by the Building Principal, Assistant Principal, Superintendent, or Assistant Superintendent.

Hancock Place School District
Date Approved: December 14, 2005