**Sub School Secretary/Receptionist/Attendance Clerk**

Reports to - Principal

Regular Hours Worked – 8 hours per day

Terms of Employment – Temporary

Assumes responsibility for performing any assigned secretarial and clerical duties that are needed for the efficient operation of the school. Coordinates, maintains and reports all student attendance activities. Monitors, maintains, creates and balances attendance reports as required.

**PERFORMANCE RESPONSIBILITIES**

1. Performs secretarial duties for the Principal and other administrative staff and organizes and coordinates functions and duties of other clerks and bookkeepers.
2. Receives messages and communicates via the telephone with parents, general public, and school system personnel.
3. Serves as a receptionist for Principal and communicates in a positive manner at all times.
4. Assumes responsibility for establishing and maintaining appropriate records and files; prepares and submits reports to the system wide service offices, and other offices and agencies as necessary.
5. Implements approved office policies and procedures under the direction of the Principal.
6. Ensures that the school register is available and kept up-to-date.
7. Assists in maintaining school cost center budgets as related to ordering, receiving and distribution of office materials and supplies.
8. Prepares correspondence, reports, forms and materials for duplication and distribution.
9. Operates office machines and equipment necessary for the efficient operation of the school office.
10. Duties may include performance of health services, for which training will be provided.
11. Initiates all necessary computer operations related to student attendance or student records.
12. Monitors the daily attendance of students, including class attendance and tardies.
13. Contacts parents regarding suspected student truancy or other attendance related problems.
14. Maintains contact with school administration, teachers and pupil personnel staff regarding student attendance.
15. Coordinates use of volunteers in assisting school attendance programs.
16. Reports to the proper school authorities all information regarding pupil attendance.
17. Prepares all necessary daily and monthly attendance reports.
18. Assists local school administration in coordinating school and district attendance improvement programs.
19. Prepares entry and/or withdrawal scan sheets.
20. Duties may include performance of health services, for which training will be provided.
21. Performs other duties as assigned by the Principal or DPP.
22. Maintains a high level of confidentiality regarding student records.
23. Conducts themselves with a high level of professionalism.
24. Is capable of working positively with a wide variety of people.
25. Other duties as assigned by the Principal or Superintendent/Designee.

**PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.
2. Three(3) years successful clerical experience
3. Typing/transcription skills (50 w.p.m.)
4. Proficient in Microsoft Office Suite

**DESIRABLE QUALIFICATIONS**

1. Thorough knowledge of business English, spelling, punctuation, and skills in dealing with numbers and statistical data
2. Working knowledge of the organization and administration of the school system
3. Ability to use resourcefulness and tact in meeting and assisting persons who make inquiries about district policies and procedures

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: June 3, 2011

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee