



Building successful futures

Position:

Attendance Secretary

General Description:

Under supervision of the site administrator, assumes responsibility for student attendance, student body accounts, and first aid.

Job Goals:

To contribute to student success by maintaining student attendance records, bookkeeping records and providing students with first aid.

Duties and Responsibilities:

- Provides clerical support to the assistant principal/lead teacher as directed by the administrator.
- Serves as school receptionist, screens telephone calls, and acts as liaison between administrators, students, parents, staff, and visitors. Responds to questions about district policies, school procedures, and regulations.
- Enters data into the student information system and updates.
- Maintains student attendance records, verifies student absences, issues admit slips, prepares attendance reports and letters in compliance with district policies and state regulations.
- Manages student body trust fund and student body checking accounts and provides reports to auditors.
- Operates student store (if needed).
- Collects district funds and prepares deposit to submit to the district office.
- Manages calendar and schedules appointments for assistant principal.
- Supervises, trains, and monitors student office assistants.
- Attends to sick and injured students, administers first aid, and notifies parents or other authorized persons when students need to be sent home.
- Monitors students referred to the office for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- Monitors and responds to district radio communication.
- Assists students with prescribed medications and maintains all medications in a locked storage area.
- Administers emergency injectable medications.
- Maintains daily records of first aid and medication assistance.
- Assists school nurse with coordination and data entry related to district-wide health screenings.
- Performs pediculosis checks on students, alerts parents as needed, and follows district policy.
- Monitors ongoing health concerns of students and reports potential communicable disease to the school nurse.
- Processes student accident reports per district policy.
- Enters, maintains, and audits health and immunization records following state laws and district policy.
- Monitors that the first aid station is maintained in a secure and sanitary manner.
- Submits orders for health supplies to the school nurse and maintains adequate inventory.
- Provides support to school secretary including filling in during scheduled breaks.
- Attends district sponsored training related to job duties as directed by site administrator.
- Performs other assigned tasks which are reasonable within the scope of related duties.

Required Skills:

The requirements listed below are representative of the knowledge, skill and/or ability required.

Ability to:

- Effectively meet and interact with the public, staff and students in routine situations which require tact, discretion, and courtesy.
- Demonstrate an empathetic, patient and receptive attitude toward students of varied age groups.
- Work competently with applicable computer software applications including word processing, spreadsheets, and databases.
- Operate a variety of office equipment with skill and accuracy.
- Work independently and make decisions with limited supervision.
- Effectively communicate orally, in person, on the telephone and in writing.
- Understand and implement oral and written instructions.
- Maintain student medical records on student information system.
- Use effective communication skills and maintain cooperative working relationships.
- Obtain First Aid and CPR certification and train in Bloodborne Pathogens.
- Maintain confidentiality.

Knowledge of:

- Computers and basic computer programs.
- Contemporary office practices and procedures.
- Correct English usage, spelling, grammar and punctuation.
- Methods, techniques, and procedures for lifting and moving children incapable of providing assistance.

Basic Qualifications:

- High school diploma or equivalent.
- Possession of a valid California driver's license.
- Passing score on the District Secretarial Exam.
- Type accurately at 40 words per minute.
- General basic accounting principles

Physical Requirements:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Ability to:

- See for purposes of reading policies and printed material.
- Understand speech at normal levels in person, on the telephone, or on other district communication devices.
- Communicate so others will be able to understand a normal conversation in person or on the telephone.
- Occasionally lift/carry supplies, materials and equipment weighing up to 15 pounds.
- Demonstrate mental acuity in the performance of job related duties and interactions with students and adults.
- Operate necessary office equipment including computers and computer software with dexterity.



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Working Conditions:

Public school work environment subject to sitting at a desk or standing for long periods of time, bending and crouching, kneeling at files, pushing/pulling file drawers, equipment and supplies, reaching in all directions and working at a computer or other standard school equipment. Potential exposure to communicable diseases and contact with blood and other body fluids. Potential exposure to physical injury from aggressive behavior.

Hours:

8 hours per day

Days:

206 days per year. Vacations, holidays, and sick leave in accordance with contract and Ed Code.

Salary:

Range H on the Classified Salary Schedule

Evaluation:

Site administrator