

Union Public Schools Job Description

Position Title: Secretary - Attendance
Department: School Site
Reports To: Site Administrator

FLSA Designation: Non-exempt

SUMMARY: Serves as confidential secretary to the Assistant Principal and as facilitator for the school public being served.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Answers telephone, responds to routine questions, schedules appointments and routes calls to appropriate persons.
- Enters student attendance records on a daily basis or as needed.
- Compiles and submits a variety of weekly, monthly and year end reports as required.
- Maintains and prepares Tulsa County Health Department reports.
- Works with probation officer.
- Maintains monthly suspension list.
- Maintains physicals for athletics.
- Prints weekly attendance letters for unexcused absences.
- Prepares computerized attendance sheets.
- Types, prepares, distributes and files records/reports, correspondence, etc. related to attendance and discipline.
- Maintains current bus information.
- Assigns lockers to all students and reports repairs.
- Works well with both supervisors and other member of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general educational degree (GED) and at least one (1) year general office work and/or training; basic computer skills to include a working knowledge of word processing and databases.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to operate office machines and personal computer and related software. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here 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 functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee will occasionally reach with hands and arms and will frequently repeat the same hand, arm, or finger motions when typing. Employee will frequently interact with other staff members. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee may occasionally lift up to 25 pounds, such as boxes of paper.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate, although it can vary depending on daily activity.