



## David Douglas School District #40

### Classified Job Description

#### **SECRETARY II – ATTENDANCE SECRETARY**

Schedule: 10 months per year  
Class: 12

#### **POSITION PURPOSE**

To perform secretarial, clerical, record keeping, and organizational services for the Middle School.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Process daily attendance data on students and prepare the daily absentee list. Receive attendance slips from teachers. Keep track of cuts and absences by students. Call the parents of students who are absent, advise them of the student's absence and record the reason for the absence. Record student attendance and enter into the computer for the ESD. Prepare a quarterly report on attendance for the State Department. Review attendance records and prepare a list for perfect attendance awards
- Process enrollment data for the middle school. Enter data on new students into the computer. Update registration information of existing students. When a student withdraws, collect grades from teachers and send information with the student to the receiving school
- Type correspondence and maintain files for the Vice Principal. Type minutes of meetings. Schedule meetings
- Monitor students sent to the office for disciplinary action. Maintain the disciplinary files of students
- Oversee student assistants in picking up attendance slips from the classroom
- Assist principal and counselors in creating the master schedule
- Answer the phones and route calls and messages as appropriate
- Greet visitors to the office in a calm and professional manner
- Assist other secretaries in their functions as needed
- Perform other duties, as assigned

#### **QUALIFICATIONS**

- High School diploma or equivalent
- 21 years of age or older, with three years of experience in general clerical work requiring frequent contact with the public
- Accurate and rapid typing skills, as well as language skills including composition, punctuation, spelling and correct usage
- Skill in computer operation and use of computer programs involving word processing ; use of telephone, calculator, fax, copier and other office equipment
- Must hold a valid first aid card
- Valid driver's license required - must drive to make bank deposits and to the ESD to deliver and pick up reports
- Ability to remain focused and productive despite frequent interruptions
- Ability to set up and maintain an efficient filing system
- Knowledge of middle school and district personnel and procedures
- Ability to understand and follow instructions with limited supervision
- Ability to respond to sensitive issues and concerns from students, parents, and staff, and to maintain the confidentiality of such
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing, with students, parents and staff

**ESSENTIAL PHYSICAL REQUIREMENTS**

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending. Exposure to noise and activity of a school setting.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.