



David Douglas School District #40 Classified - Job Description

Job Title:	Secretary I – Attendance Secretary	Department:	Education-High School
Schedule:	8 hrs per day, 10 months per year, About 219 days per year	Reports To:	Office Manager
Classification:	Class 11	Prepared By:	HRA/DDSD HR
		Prepared Date:	June 2020
FLSA Status:	Non-Exempt	Approved By:	HR
		Approved Date:	April 29, 2021

SUMMARY

To perform a variety of routine and basic clerical duties in support of building functions, students, teachers, and staff by managing and processing student & classroom attendance records and assisting students / parents / public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

1. Administrative Functions

- 1.1. Track high school attendance records and maintain student attendance files
- 1.2. Monitor attendance records to identify students who are absent 10 consecutive days
- 1.3. Receive notice from students or teachers to determine whether absence/lateness is excused based on established criteria
- 1.4. Generate information regarding student absences for use by the school administration in student discipline or by teachers in verifying student records.
- 1.5. Refer absentees to Attendance Coordinator and inform attendance team of extended absences, attendance concerns or truancy
- 1.6. Work with and assist parents or guardians by verifying authorization, explaining attendance rules, answering discipline related questions, and / or notifying of student absences by computerized telephone messages
- 1.7. Monitor SIS web and provide teacher information and assistance
- 1.8. Process and track all student notes, check in and out students and process and enter all substitute attendance
- 1.9. Record student locker assignments, discuss locker-related problems with students and make reassignments as needed
- 1.10. Receive theft reports from students and refer to the Assistant Principal
- 1.11. Issue and track lunch detentions as needed
- 1.12. Track data regarding all field trips, school activities and athletic events
- 1.13. Verify student attendance for various events
- 1.14. Monitor walkie-talkies, relay calls or take appropriate actions as circumstances require.
- 1.15. Receive and screen telephone calls for the Assistant Principal, Attendance Coordinator, Dean's Secretary, and security personnel and refer telephone calls to appropriate staff member as needed



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- 1.16. Answer and log all phone calls entering absence calls into Synergy software
 - 1.17. Contact students accordingly for Assistant Principal, Attendance Coordinator and Dean's Secretary
 - 1.18. Fill in for Assistant Principal Secretary when necessary
 - 1.19. Maintain and protect the confidentiality of student-related records for the Assistant Principals
2. Perform other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. 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, 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 graduation or equivalency; No experience is required. Skills and abilities are learned on the job in a short period of time.

LANGUAGE SKILLS

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 groups of customers or employees of organization.

Understanding of basic bookkeeping principles necessary to maintain records and filing systems including alphabetical, numerical, and chronological is strongly preferred.

If multi-lingual or bi-lingual, must be willing and ready to utilize skills when working with staff, students, community members and/or guardians.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest and percentages. Ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

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.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates, licenses, or registrations.



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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. This level has a work environment that is usually well protected, free (minimal 0-20%) from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. Positions with minimal responsibility for driving are to be placed at least at this level.

PHYSICAL DEMANDS

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

MENTAL DEMANDS

Positions at this level encounter new or unusual (20-40%) situations some but have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and interruptions to workflow or concentration can occur. Interactions with others can include demanding or difficult people.

PAY EQUITY SCOPE

The position has some interaction primarily with those inside and outside the department to exchange factual information with minimal assigned responsibility for creation, development or design of new product, program, methods, system, procedures or policies. The requirement to generate new ideas, innovate from current practice or create original work is only incidental to other aspects of the position. There is the expectation to identify ideas to improve own work processes or work group processes. Positions at this level have minimal impact and, expense or budgetary outcomes. Dollar amounts influenced would be considered small. Responsibility for the prudent use of assets does not extend beyond own work responsibilities. Positions at this level have a minimal need or ability to analyze problem or concepts or make decisions on the information. Position has minimal influence on organization operations, programs. While "customer" contact is a part of the position, supervisory action would prevent or correct most issues. Positions at this level are expected to handle regularly assigned work. Which includes making decisions and acting under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. Situations periodically call for the exercise of limited discretion, latitude, or negotiation within loosely established guidelines for decision-making, however, assistance or resources are readily available. Positions at this level have minimal planning responsibility and must be able to foresee issues associated with own work and identify future needs for supplies, equipment, resources which would stall operations or activities.

ADDITIONAL REQUIREMENTS

Post-job offer criminal background check will be required.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.



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The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.

Employee Signature:		
Employee Name:		
Date:		