

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: School Administrative Asst. Attendance HS (N20)	Job Family: 10
Department: High Schools	Lane Placement: 6
Supervisor's Title: School Principal	Contract: 206 Days
FLSA Classification: <u>Non-exempt</u>	Hours/ day: 7 hours
Department Approval: _____	Date: _____
ADA Review: <u>Janele Master</u>	Date: <u>6-24-13</u>
Human Resources Approval: <u>Butler</u>	Date: <u>6-15-13</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>6/24/13</u>
Original date: <u>02/94</u> Revised: <u>07/13</u>	Revised: _____ Revised: _____

GENERAL FUNCTION

Under the supervision of the school principal, the **School Administrative Assistant Attendance HS** acts as an assistant to multiple assistant principals. Incumbent accounts for daily attendance of students, supplying needed records and reports and monitors enrollment, both entries and exits. Incumbent may also provide day to day work supervision of staff and students helping with attendance activities.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Will provide administrative support to multiple assistant principals.
- Work with assistant principals, teachers, students and parents in solving problems concerning attendance, enrollment and disciplinary problems.
- Gather information, compile and maintain computer and other records relating to student attendance (e.g. scanning daily attendance and processing daily attendance/absentee records, daily teacher reports, parent notification, and weekly scan sheets).
- May type and file correspondence, memos and notices as directed.
- Call students to the office, relay messages and set up appointments.
- Answer telephones, greet visitors and answer questions from parents, students, teachers, staff or District officials while maintaining a pleasant and positive office environment.
- Maintain confidentiality of student or district information by following district policies regarding confidential information.
- Train and coordinate work flow of staff and students assisting with attendance. Keep staff informed of policies and procedures. Notify supervisors of staff performance.
- From computer and other files, compile and submit necessary information and reports to individuals in the school and appropriate District offices regarding student entries, withdrawals, truancy, dropout, hospitalized students, students on home and hospital, suspension, educational leave, attendance school and students checking out of school.
- May complete one or more of the following duties as assigned (e.g. ensure all registration forms required for all students are properly filled out and distributed to initiate their entry into school, maintain change of address and telephone numbers, issue student lunch numbers, student insurance, failing notices, lockers, mailers, homework, public law, etc)
- Collect and organize quarterly attendance and year-end grade books from each teacher for permanent files.
- Prepare transfer papers and complete computer data input for transferring students.
- Responsible for clinic and First Aid, interacting with sick or injured students, administering First Aid when needed, contacting parents, and preparing and filing accident reports.

- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires an Associate's Degree in business or related field PLUS 2 year(s) experience in an office environment, preferably in an attendance office or district setting or any equivalent combination of education and experience.
- Requires strong computer technology skills, including Microsoft Office products. District computer system experience highly preferred.
- Requires effective problem solving, organizational, multi-tasking, and time management skills. Requires attention to detail and accuracy of work.
- Requires some exercise of judgment within policy guidelines.
- Requires ability to administer First Aid to sick or injured students when needed.
- Requires ability to meet deadlines despite frequent interruptions.
- Requires references demonstrating personal integrity and dependability.
- Must demonstrate competence in reading, writing and basic math.
- Requires successful data entry ability.
- Requires excellent communication and interpersonal skills.
- Ability to problem solve and initiate activities within broad policy and procedural guidelines.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment and machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The assistant is frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is occasionally required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.