

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: **School Admin. Asst. Attendance MS**  
**(N68-FT)(N29-FT)(O25-PT)**

Job Family: 10

Department: Middle Schools

Lane Placement: 5

Supervisor's Title: School Principal

Contract: 206 Days (N68)(O25)  
 242 Days (N29)

FLSA Classification: Non-exempt

Hours/ day: 7 hours-N68/N29  
 3.5 hours - O25

Department Approval: \_\_\_\_\_

Date: \_\_\_\_\_

ADA Review: *Janelle Maston*

Date: *6-24-13*

Human Resources Approval: *[Signature]*

Date: *6-13-13*

Superintendent Approval: *[Signature]*

Date: *6/24/13*

Original date: 07/85 Revised: 05/94 Revised: 02/96 Revised: 07/13

**GENERAL FUNCTION**

Under the supervision of the middle school Principal, the **School Administrative Assistant Attendance MS** may act as secretary to an Assistant Principal. Incumbent accounts for attendance of students, supplying needed records and reports and monitors enrollment, both entries and exits. Incumbent may also supervise staff and students helping with attendance activities.

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

**ESSENTIAL FUNCTIONS**

- May act as secretary to Assistant Principal.
- 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.
- 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 needed.
- Collect and organize quarterly attendance and year-end grade books from each teacher for permanent files.
- Work closely with the counselors and assistants to ensure accurate registration of new students.
- Prepare transfer papers and complete computer data input for transferring students.
- May ensure that all registration forms required for all students are properly filled out and distributed to initiate their entry into school.
- May maintain change of address and telephone numbers.
- May ensure students are issued a lunch account number.
- 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, and students checking out of school.
- Train and coordinate staff and students assisting with attendance.
- 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.**