

Killeen Independent School District Job Description

Job Title: Attendance Secretary
Department: Education Services
Reports To: School Principal
FLSA Status: Non-exempt

SUMMARY

Maintains attendance records and registration cards of students, and attendance rosters of teachers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Establishes and maintains student and teacher attendance files.

Advises Principal and Attendance Officer of attendance trends.

Tracks date and time when parent/guardian calls and reports child's absence; calls parent/guardian whose child is out and did not call in.

Enters daily attendance into the computer.

Reconciles daily attendance and posts attendance rosters.

Fills out tardy slips or passes for students that are signing in.

Updates in the computer information contained on registration cards of students who have enrolled or withdrawn, or other information.

Assists District PEIMS Coordinator by entering/validating/correcting campus-level PEIMS information through the use of weekly edits, e-mail/faxed requests, PEIMS reports and on-campus verification checks. Attends all district PEIMS training sessions relevant to current job responsibilities and disseminates information to appropriate campus staff. Compiles, maintains, and files all reports, records and other attendance/registration documentation as described in Student Attendance Accounting Handbook and PEIMS Data Standards.

Files parent/doctor notes, tardy sheets, student sign-outs, discipline reports, clinic sign-outs and other records.

Sends out attendance letters to parents whose child has accumulated five or more unexcused absences.

Notifies teachers, counselors, or assistant principal of student absences as appropriate.

Prepares folders for end-of-year attendance hearings.

Gathers information for perfect attendance awards.

Answers telephone and gives information to callers or routes call to appropriate official, and places outgoing calls.

Calls students from class when necessary, for lunch, messages, etc.

Greets visitors, ascertains nature of business, and answers questions or directs visitors to appropriate person.

Performs other such tasks that may be assigned by the school principal.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

QUALIFICATIONS 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. There may be alternatives to the qualifications as the board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Must possess a high school diploma or hold a general education degree (GED) certificate and general clerical/secretarial experience.

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 to employees or visitors of the school district.

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

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 QUALIFICATIONS Must take KISD typing test and have a minimum score of 40 wpm with 7 or less errors. In addition, must take an alphanumeric data entry test and have a minimum 7,000 kph with 7 or less errors.

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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, or crouch. 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 and ability to adjust focus.

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.

Prepared By: Joyce Walker, Auxiliary Staffing Specialist
Prepared Date: December 3, 1998
Revised By: Tom Schatte, Professional Standards Administrator
Revised Date: August 16, 2004

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.