

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	Junior High Attendance Secretary
EXEMPT:	No
SALARY LEVEL:	Per Classified Policy – Classified Clerical
LOCATION:	Lincoln Junior High School
REPORTS TO:	Assistant Principal and Principal
LENGTH OF WORK:	7:30 a.m. to 4:00 p.m. – 5 days/week

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Help get ready for registration and work registration.
2. Be responsible for daily attendance:
 - a. Print attendance scan forms.
 - b. Scan attendance sheets - twice daily.
 - c. Generate daily attendance list.
 - d. Issue admit and/or tardy slips to students.
 - e. Responsible for attendance reports each 6 week period & send to
 - f. Central office.
 - g. Responsible for state attendance reports as required.
 - h. Contact parent(s) regarding student absence.
 - i. Mail attendance letters at 5 and 8 days.
 - j. Keep student folders with absence, parent and doctor notes.
 - k. Generate monthly A.D.A. and enrollment figures for treasurer.
 - l. Co-ordinate homework on request of parent.
 - m. Generate weekly tardy list for assistant principal and teams.
 - n. Keep inventory of necessary office forms pertaining to attendance.
 - o. Keep and maintain pre-arranged absences.
3. Schedule student helpers for cafeteria work.
4. Answer phone and direct calls.
5. Operate interoffice communication as required.
6. Meet and greet public entering building.
7. Provide typing and filing assistance to administration and counselors as needed.
8. Provide assistance to students in the health room in the absence of nurse.
9. Prepare bus contracts for extr-curricular activities as directed by the athletic director.
10. Do additional chores ie: copy work, printing, mailing labels, attendance lists as requested by teachers or principals.
11. Prepare suspension and expulsion forms - mail/fax to proper destinations.
12. Other responsibilities as assigned by administration.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function 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 diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

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 school employees or parents.

MATHEMATICAL SKILL:

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 and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Must be proficient in the use of computers for various office applications. Ability to type accurately at a minimum speed of 50 words per minute. Employee should also be able to use the machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., adding machine, duplicating machine, copy machine, calculator, sorting machines, tools, charts, forms, ledgers, schedules, text books. Employee must maintain a positive relationship with other staff, parents, and students.

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 regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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.

The work environment is mainly indoors other than routine errands.

TERMS OF EMPLOYMENT:

205 days per year. Salary and benefits as per Classified Policy.

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty (30) days and then on an annual basis.

Revised 12/8/00