

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	High School Attendance Secretary
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EXEMPT:	No
SALARY LEVEL:	Per Classified Policy – Classified Clerical
LOCATION:	Plymouth High School
REPORTS TO:	High School Assistant Principal
LENGTH OF WORK:	8 hours / day (7:30 a.m. to 4:00 p.m. / 30 minute lunch) 190 days / year

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

1. Run daily Attendance Listing, noting reasons for absences. Make two copies and distribute one to the Assistant Principal and one to the Principal.
2. Input reason for absences into computer.
3. Accept all telephone calls from parent/guardians giving reasons for student absences, requests for passes out, prearranged absences, etc.
4. Maintain daily telephone record and issue passes for tardies.
5. Check and/or investigate absences from previous day. List all students who are absent without note or phone call. Turn over to Assistant Principal after allowed time has passed for parent verification.
6. Contact teachers and students about all single period absences.
7. Send letters to parents notifying them of a student's three (3) and/or five (5) day absences. Deliver notification of five (5) absences to student. Keep listing of such students.
8. Mail all tardy letters to parents.
9. Provide and approve prearranged absence form to students.
10. Complete all State and Federal attendance forms, including but not limited to ADA and ADM, DOE-PE, DOE-AG, Suspension/Expulsion Report, DOE-DR, Language Minority Student Enrollment Form.
11. With the assistance of the Assistant Principal, determine students who have achieved perfect attendance for the school year. Determine seniors with perfect attendance for current year and previous years for Senior Awards night. Type certificates to attach to final report cards for other grades.
12. Select and supervise students to work and assist in the Attendance Office.
13. Assign lockers to students. Write new combinations in locker book; assign by name and grade. Enter locker numbers into demographics in student computer database.
14. Type and process all suspension/expulsion forms. One copy to Probation Department, parents, Superintendent, and Assistant Principal. Keep records of suspensions/expulsions.

15. Mail discipline/referral forms home to parents. Mail other correspondence as directed.
16. Handle messages for students (doctor, dentist, etc.)
17. Provide parking permit application forms to student drivers. Collect fee and form upon the return of the completed application. Keep numeric listing of decals sold. Give listing to Principal for drug testing pool. Keep up-to-date. Order decals for next school year. Input all driver information into computer.
18. Assist other Assistant Principal as requested.
19. Supply elevator key to injured students. Keep listing.
20. Maintain Attendance File on each student. Print labels for incoming freshman class from Guidance Director.
21. Issue Computer Use Policy and Acknowledgment of Receipt of Student Handbook to all students at registration and new students throughout the year. Keep signed form in student Attendance Files.
22. Keep in storage school calendars, student handbooks, textbook rental assistance form and free/reduced lunch form, discipline brochure, school magnets, and school insurance application forms.
23. Call students that did not come to register to inquire about their status. Turn over to appropriate administrator.
24. Call all students absent on final exam days.
25. With the assistance of the treasurer, gather and compile listing of textbook fines, etc. due at end of school year. Attach note of fine to each report card.
26. Provide Assistant Principal with Attendance Profiles of all students who have been absent five (5) or more times for evaluation of possible loss of credit determination for each trimester.
27. Inform teachers of correction to the status of student absences via memo.
28. Process requests from governmental agencies verifying enrollment at Plymouth High School.
29. Monitor hall during passing periods when at all possible.
30. Keep listing of in-school attendance.
31. Run attendance percentage monthly for PHS Treasurer.
32. Run 6-week attendance reports, send to Administration Office.
33. Keep supply of hall passes and parking permits in closet. Evaluate forms for changes at end of year and order from in-house printer.
34. Run daily tardy report and check number of tardies. Give the assistant principal attendance profiles of each student that has reached different levels.
35. Fill in and help the nurse as needed.
36. Maintain current student schedules in binders.
37. Take dictation as needed for teacher evaluations, memos, or other items.

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, students 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 that 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 working environment is mainly indoors other than routine errands.

TERMS OF EMPLOYMENT:

190 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 days and then on an annual basis.

Revised 8/2/02