

## **Position Description Colchester School District**

**POSITION TITLE:** Attendance Secretary

**GENERAL DESCRIPTION:** The Attendance Secretary at Colchester High School will be responsible for general day to day supervision of the attendance system along with the specific duties listed below. This position is responsible for general attendance management, processing student notes, and the implementation of the attendance communication program. In this role, the Attendance Secretary interacts with students, parents, teachers, and the CHS administration on a daily basis in both individual and team settings.

**TERMS OF EMPLOYMENT:** Benefits per current Handbook for Non-Union Support Staff Personnel. Compensation will be set by the Board of Education as recommended by the Central Office Administrators. This position is exempt from the Support Staff Bargaining Unit.

**WAGE CATEGORY:** Grade B. Non-Exempt (hourly)

**REPORTS TO:** CHS Administration

**EVALUATION:** Performance in this position will be evaluated annually, in person and in writing, by the Building Administration in consultation with classroom teachers. This evaluation process will be consistent with that described in the School Board/Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff Personnel.

**QUALIFICATIONS:**

1. Business education training and experience working in a busy office environment; preferably a school setting.
2. Superior word processing and excellent communication/interpersonal skills.
3. Previous experience and/or ability working with children or adolescents.
4. Flexibility, initiative, and a broad background in computer applications/programs.
5. Demonstrated ability to plan, organize, problem solve, and manage conflict.
6. Commitment to the School District's mission and Strategic Plan.

**PERFORMANCE RESPONSIBILITIES:**

1. Assist with the day to day running of the planning room.
2. Manage student attendance and all required reports associated with attendance issues.
3. Process late notes and early dismissal slips.
4. Process all parent phone calls, questions, and concerns related to student attendance.
5. Manage the autodialer, and communication with parents around attendance issues.
6. Communicate with parents about attendance discrepancies and other disciplinary issues.
7. Generate all written communication to parents regarding student attendance.
8. Provide a monthly attendance summary to the administration.
9. Assist administration in the completion of various projects (i.e. parking assignments, awards night, class night, attendance, revision of handbook, etc.).
10. Provide backup support for the Principal's Secretary, Bookkeeper, Planning Room Secretary and Guidance Secretary, including managing substitute coverage.
11. Manage the substitute teacher process in the building (i.e. call for substitutes, keep track of teacher absences, train substitutes, etc.).
12. Assign substitute teachers and support staff in collaboration with the Principal/building administrators.

13. Perform other duties as assigned by the school Principal and/or other administrators.

**WORKING CONDITIONS:**

- Noise Level in the work environment is moderate
- Frequently exposed to outside weather conditions

**PHYSICAL DEMANDS:**

- Regularly required to sit, use hands to finger, or handle
- Regularly required to talk and hear
- Occasionally required to stand and walk
- Regularly required to reach with hands and arms
- Occasionally lift and/or move up to 25 pounds

01/09