

LAPWAI SCHOOL DISTRICT #341

TITLE: High School Secretary/Attendance Clerk

QUALIFICATIONS: H.S. Diploma or GED and 2 years of college (32 College Credits) or successful completion of the ParaPro Assessment. Previous job related experience preferred. Must be able to demonstrate the ability to accomplish the major duties and responsibilities listed below and possess the following skills, knowledge and/or abilities:

Skills

- Operate standard office equipment, including pertinent software applications;
- Use English in both written and verbal form to communicate effectively with staff, students, parents and the public;
- Establish and maintain accurate and detailed records;
- Provide direction to others;
- Make judgments based on common sense;
- Plan and manage projects;
- Perform tasks in an environment with many distractions and interruptions;
- Use correct spelling, grammar and punctuations; and
- Prepare clear and accurate reports.

Knowledge of

- Rules and regulations related to assigned building;
- Basic statistical record keeping;
- Modern office methods;
- Basic first aid; and
- Problem-solving methodology.

Abilities

- Understand and carry out oral and written instructions;
- Interact with persons of different age groups and cultural/educational backgrounds, particularly high school age students;
- Read/interpret/apply pertinent codes, policies, regulations and/or laws;
- Adhere to safe work practices;
- Adjust to flexible work assignments;
- Work cooperatively with others;
- Work under time constraints;
- Maintain confidentiality of student files and appropriate records;
- Work accurately, with attention to detail and with minimal supervision;
- Meet deadlines and schedules; and
- Think logically.

PRIMAR

RESPONSIBILITY TO: Principal

JOB SUMMARY: Serves as secretary to the middle school and high school.
Records daily attendance

**MAJOR DUTIES AND
RESPONSIBILITIES:**

- A. Performs such school-related duties as assigned by the supervisor.
- B. Monitors and operates a computer to process demographic and attendance data accurately and according to the established procedures.
- C. Notifies parents of student absences.
- D. Receives and files written excuses from parents. Writes admittance slips for students.
- E. Prepares and distributes credit petitions for students. Compiles data for Attendance Committee.
- F. Prepares specific periodic reports and submits to proper source.
- G. Enters attendance data for monthly, annual and state attendance reports.
- H. Operates a variety of office equipment. Completes clerical duties, including but not limited to, word processing, filing and distributing of correspondence, reports, memorandums, announcements, newsletters, agendas, etc.
- I. Places and answers telephone calls as needed.
- J. Schedules appointments, meetings and conferences as appropriate.
- K. Knows and follows school policy and chain of command.
- L. Deals with students, parents, staff and others in a positive, encouraging manner.
- M. Acts ethically and confidentially in all aspects of employment.
- N. Performs other duties as assigned.

**TERMS OF
EMPLOYMENT**

This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as the employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as

promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said District's rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

The employment period shall be for 210 days per year with leave as specified in District Rules and Regulations. The salary shall be commensurate with the employee's appropriate place on the approved wage scale.

EVALUATION

Performance of this position will be evaluated periodically by the Superintendent of Schools or a designee in conformance with District policy relating to evaluations of classified employees.