



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Attendance Secretary

**Prepared Date:** 07/08/2022

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### **JOB GOAL:**

Under general supervision, the Attendance Secretary performs responsible clerical and/or record-keeping tasks on the automated student system to handle compiling and posting daily attendance records. Assists students, parents, and other staff in matters relating to attendance and performs related work as assigned by the Principal.

### **TERMS OF EMPLOYMENT:**

Ten (10) month (203 days) contracts, Pay 802 Grade 06, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. Minimum of high school diploma required. Associate degree or 60 college hours preferred.
2. Skills are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records and a knowledge of eSchool or demonstrated ability to quickly learn eSchool computer functionality.
3. Satisfactory elements of correct English usage, grammar, spelling and vocabulary.
4. Positive public relations skills, dependable and flexible in performing duties. Satisfactory computer skills.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Constructs and maintains an accurate student enrollment and information bank.
2. Prepares reports relative to attendance and enrollment as required by the Little Rock School District and the State Department of Education.
3. Records all transactions relative to attendance daily.
4. Reports attendance to home school as required.
5. Makes calls to parents informing them of excessive absences of students or to verify the validity of absences.
6. Notifies teachers concerning communication with parents and students.



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7. Follows Little Rock School District policy concerning attendance notification letters to parents.
8. Record suspensions, reinstatements, withdrawals, and drops for non-attendance.
9. Receives and routes in-coming telephone calls.
10. Attends meetings relative to the performance of the duties of the job.
11. Serves as receptionist for school office.
12. Performs other related duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.