

SOUTH SIOUX CITY COMMUNITY SCHOOLS

TRUANCY SECRETARY ADDENDUM

Reports to: **Building Principal**

JOB SUMMARY

- Under general supervision, to perform clerical functions pertaining to a pupil enrollment and attendance record management system.
- To perform a variety of clerically related tasks regarding pupil enrollment and attendance reports.
- To do other related work as required.

ADDITIONAL PERFORMANCE RESPONSIBILITIES

- Perform clerical activities and functions related to student enrollment and attendance requiring a familiarity with legal mandates, policies, and regulations.
- Collect, compile, compute, verify pupil daily attendance reports.
- Prepare daily and monthly summary reports regarding student attendance and enrollment data.
- Post pupil absences and clears absences by reviewing parental notes and through telephone contacts.
- Assist in the preparation and distribution of correspondence regarding excessive pupil absences.
- Performs a variety of enrollment and attendance related reports which contain sensitive and confidential information.
- Operate a computer terminal in inputting pupil enrollment and absence data and extracts output reports as required.
- Respond to questions regarding student enrollment and attendance that may require research and data abstraction.
- Receive and initiate a variety of telephone and personal contacts with District personnel and parents regarding enrollment and attendance related matters.

SKILLS AND ABILITIES

- Knowledge of modern office practices, methods, and procedures.
- Knowledge of appropriate English usage, spelling, grammar, punctuation, and arithmetical concepts.
- Knowledge of standard office machines and equipment, including computer terminals and micro-computers.
- Knowledge of operational procedures and policies, rules, regulations, and legal provisions pertaining student enrollment and attendance matters.
- Ability to perform clerical work requiring speed and accuracy.
- Prepare clear and concise reports.
- Understand and clearly communicate legal mandates, policies, and regulations pertaining to attendance related matters.
- Type o keyboard at a net corrected speed of 45 words per minute.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

ADDITION EXPERIENCE AND EDUCATION

- Two years of responsible clerical experience preferably involving public contact.
- Equivalent to the completion of the twelfth grade.