



**POSITION SUMMARY:** The Attendance Secretary – Middle & High School is the main contact for attendance records. This position is responsible for keeping administrators aware of attendance related problems, and contacting parents with student attendance issues.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for recording and tracking attendance records for students using the District's current student information system. This may include both period attendance and daily attendance. This position is also responsible for producing daily attendance bulletins.
- Responsible for submitting, tracking and maintaining Becca records.
- Make phone calls to verify student absences.
- Greet students, staff, parents, community members, and other visitors upon their entrance to the building.
- May also assist with answering incoming telephone calls, providing accurate information, directing calls to others, and taking messages. This position may periodically need to problem-solve with frustrated and/or disgruntled parents either by telephone or in person.
- Assist Office Manager with secretarial tasks

**OTHER RESPONSIBILITIES:**

- May assist data secretary with input of discipline and other student record information.
- May assist with processing paperwork associated with free and reduced lunch.
- May periodically assist with health room as backup to School Nurse and School Nurse Assistant. This would involve, but not be limited to, caring for sick or injured students, ensuring that a parent or guardian is called to pick up student when applicable.
- May periodically supervise students who, for a variety of reasons, are visiting the office area.
- May maintain volunteer records

**REQUIRED QUALIFICATIONS:**

**Education and Experience**

High school diploma or equivalent

Two (2) years of secretarial experience

**ADDITIONAL REQUIREMENTS:**

Basic knowledge of Microsoft WORD, EXCEL

JOB DESCRIPTION: Attendance Secretary – Middle & High School

District's Student Information System or can learn the program within 3 months of hire  
Positive evaluations

**CONDITION OF EMPLOYMENT:**

Criminal background clearance  
Work scheduled hours on a consistent basis  
Valid Washington State Driver's License

**KNOWLEDGE OF:**

School board policies and procedures  
Microsoft WORD and EXCEL  
District's Student Information System  
Database Management

**ABILITY TO:**

Organize and perform job responsibilities efficiently and independently without close supervision  
Pay strict attention to detail  
Demonstrate proficiency with an e-mail system  
Demonstrate basic knowledge modern technology and willingness and ability to increase knowledge to proficiency  
Remain flexible; able to cope with frequent interruptions as part of a daily routine and shift priorities to meet required deadlines  
Speak, read and follow written or verbal communications  
Exhibit proper telephone etiquette  
Practice effective safety and security within individual work routines  
Develop and maintain positive customer relations with staff students, parents, and the public in a multicultural and multiracial community.  
Cope with and assist angry or distraught students, parents, and other community members  
Work collaboratively with District staff and promote teamwork with co-workers  
Practice ethical and professional standards of conduct including the requirements of confidentiality  
Abide by Federal Way Public Schools' Policies and Procedures  
Perform the essential functions of the job with or without reasonable accommodations

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:**

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.  
Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.  
Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "Each Scholar: A Voice. A Dream. A Bright Future."  
Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

**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.

## JOB DESCRIPTION: Attendance Secretary – Middle & High School

While performing the duties of this job, the employee will regularly stand and walk, bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee will constantly be required to sit for extended periods of time and use a computer screen and keyboard. The employee may occasionally be required to squat, kneel, and use hands for fine manipulation, climb stairs/ladder, lift and reach overhead, and lift/carry. The employee must constantly lift/carry up to 5 pounds and must frequently lift /carry up to 10 pounds. The employee will occasionally lift/carry a maximum of 20 lbs. The employee is occasionally required to push/pull a maximum weight of 100 pounds.

**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.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The position constantly deals with frequent interruptions, demanding deadlines, and occasionally deals with angry and distraught employees and community members.

### **WORK SCHEDULE**

This position typically works, 8.0 hours per day, Monday through Friday, 9.5 Months/198 days per year

### **REPORTING RELATIONSHIP**

This position reports to, and is evaluated the building Principal and/or Designee. This position may receive some direction and setting of priorities from the Office Manager.

### **REPRESENTATION**

Federal Way Education Association – Education Support Professionals (FWEA-ESP)

### **LEVEL OF COMPENSATION**

Level 4 on the FWEA-ESP Salary Schedule

### Disclaimer

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.