

EOP: Administrative Assistant - Attendance Office

<u>Reports to:</u>	Principal
<u>Supervises:</u>	None
<u>Term of Employment:</u>	10 months
<u>Salary:</u>	Office Support II - 57
<u>FLSA Exempt/Non-Exempt:</u>	Non-Exempt

- Qualifications:**
- **Associate degree preferred**
 - **Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities**

Essential Job Functions:

- Maintains and catalogs student attendance records-student excuse notes, etc.
- Inputs PowerSchool attendance data and reasons for absence on a daily basis
- Maintains student sign in/out log
- Calls parents/guardians to confirm early dismissals
- Organizes a daily attendance report for teachers and administrators
- Communicates with administrators, teachers, school social workers about student attendance
- Assists with transcripts and student records as needed
- Performs other clerical tasks as assigned including word processing and creating databases, etc.
- Handles all Planet HS/Athletic eligibility
- Types Senior program, orders Senior tickets, handles Jostens orders
- Assists with parking passes
- Performs other duties and responsibilities as assigned by supervisor

EOP: Administrative Assistant – Attendance Office

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment