

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Student Services Secretary - Attendance - Secondary

Supervisor: Building Administrator

FLSA Status: Non-Exempt

Employee Group: Secretarial

Qualifications:

1. High School diploma or equivalent
2. Knowledge Microsoft Office
3. Knowledge of common office software and equipment use

Terms of Employment:

- Nine and one half (9 1/2) month contract
- Ten and one-half (10 1/2) month contract
- Eight (8) hours per day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Communicate effectively by phone or in person with parents, staff and community members in a friendly and professional manner.
2. Maintain, update and generate student attendance records.
3. Maintain, update and generate student attendance records and reports; complete all verification and follow-up.
4. Type a variety of documents and correspondence.
5. Input discipline information and generate discipline and detention reports.
6. Compile and distribute daily absentee reports to staff.
7. Keep current with best practices and requirements as they relate to your job assignment.
8. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.