



Job Description

Job Title: Attendance Secretary

Reports to: Building Administrator

Qualifications/Job Requirements

- Not less than a high school education or general equivalency diploma (GED);
- At least one (1) year of experience so that with appropriate training service may be provided in the specific role for which employed;
- Knowledge of typing, office machines, bookkeeping, and computers.

Responsibilities and Essential Functions: To adequately keep school financial records according to state guidelines and create a pleasant office environment for students, staff, and visitors, the Attendance Secretary must be able to:

- Enter Attendance daily;
- Run student schedules;
- Receive and routes all incoming calls;
- Greet visitors and maintains a log of visitors to the school;
- Assume responsibility for knowing and following all safety rules and proper procedures;
- Maintain student records as shall be required;
- Performs other duties as requested.

FLSA Status: Non-exempt

Terms of Employment: 206 Day Calendar; Hourly rate to be established by the Board

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy.

The Jackson-Madison County School System (JMCSS) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.