

## Job Description

<b>Job Classification:</b>	<b>Classified</b>
<b>Position Title:</b>	<b>Administrative Assistant – Attendance</b>
<b>Position Assignment:</b>	<b>Attendance</b>
<b>Work Calendar:</b>	Office
<b>Exempt/Non-Exempt Designation:</b>	Non-Exempt
<b>Pay Schedule:</b>	Hourly Salary Schedule
<b>Pay Type:</b>	Timesheet
<b>Pay Method:</b>	Bi-monthly
<b>Benefit Structure:</b>	\$10,000 Total Employer Contribution
<b>Reports To:</b>	General Executive Manager

### **Job Purpose:**

To accurately maintain efficient attendance accounting that will be auditable on an annual basis.

### **Duties:**

- Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages. Able to honor confidential information.
- Greets individuals entering the building respectfully and professionally (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate location in accordance with established building security procedures.
- Must demonstrate attendance sufficient to complete the duties of the position as required
- Able to communicate effectively, orally and in writing. Able to write legibly.
- Able to establish and maintain satisfactory working relationships with other employees, children, and the general public.
- Works with courtesy, tact, and diplomacy in dealing with others, and the ability to work cooperatively as part of a team.
- Understands, accepts, and abides by the School's philosophy and mission statement in all his/her school activities.
- Compile student information necessary to file criminal and/or civil complaints for truancy
- Provide monthly updates on status of truant students
- Set up and maintain an organized filing system
- Use school information system (Aeries) to input all information regarding student attendance
- Cross train to be able to also work in student records and/or reception
- Collect and compile hard copy teacher attendance on a weekly basis
- Verify student absences
- Forward report for students with habitual attendance issues to the Assistant Dean of Students for disciplinary actions
- Create daily phone calls for absent and tardy students
- Receive phone calls and notes from guardians regarding attendance issues.
- Maintain and prepare volunteers for any event.

### **Skills/Qualifications:**

Strong computer skills are a must, ability to type quickly and accurately, working knowledge of basic office software, knowledge of Aeries a plus, Pleasant manner and good people skills, must possess a high school diploma or equivalent, Must be at least 21 years old, must be able to bend/reach/stoop, must be able to sit for extended periods of time, must be able to carry, lift, push or pull up to 30 pounds, work with frequent interruptions, maintain emotional control under stress, repetitive hand motions; prolonged use of computer. Must have good accounting skills and be able to operate a calculator.

*All job descriptions are meant as a guideline. Actual job duties can be revised with or without written notification and are subject to change. Encore Education Corporation does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), ethnic group identification, age, mental and physical disability, marital status, sexual orientation, or military status, or genetic information in any of its activities or operations. The perception of one or more of such characteristics: or association*

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*with a person or group with one or more of these actual or perceived characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Encore Education Corporation is an equal opportunity employer.*

*Please attach appropriate salary schedule and work calendar to this job description. All three documents should be given to employee at time of notice of employment with a copy of training schedule and the current adopted Employee Handbook.*