CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Administrative Assistant II-Attendance/High School

Department: School Office

Grade G
H.P.D. 8
D.P.Y. 220

Job Description
Date Reviewed: July 2023

Reports To: Principal

Purpose of Job

The purpose of this job is to assist in coordinating general office procedures while serving as liaison between the Principal, teachers, students, parents and visitors. Duties and responsibilities include answering telephones, providing information to faculty, staff, and general public, reconciling and recording attendance data, processing student information, assisting students, etc. Reports to Principal.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Answers telephone and provides information or directs calls/messages to appropriate personnel; greets public and serves as liaison between parents, community members, students and teachers.

Records daily attendance data by reconciling entries, withdrawals and sign-in/sign-out data, Raptor transfer and verification, students excused absence documentation, faculty contact for required/missed submissions, etc….

Verifies attendance entries and withdrawals for principal's Monthly Attendance Report.

Assists in registering students; verifies information needed for entrance and enters data into computer.

Maintains accurate student information including, address and phone changes, bus changes, and accident reports; processes students' cumulative and confidential records.

Assists with maintaining emergency cards files and teachers' mailboxes as needed.

May prepare withdrawal forms; checks for missing books; withdraws students from computer and class roster.

Call parents and sends notification via mail to those whose child has missed three and five unexcused absences; schedules attendance meetings and follows up appropriate tier process regarding student attendance.

Instructs new teachers of attendance policy and student referral process; supervises Student Aides; assists Guidance counselor.

Assists in coordinating general office procedures; prepares, types, and files reports and office correspondence for Principal and assistant as needed; assists in preparing suspension papers as directed by supervisors.

In the absence of medical personnel, dispenses medications to self-administering students as required.

Verifies incoming student records for compliance with local requirements.

Assists with the collection and review of Survey of Federally connected Students form from each student; processes data of students for whom the school system receives federal funds.

Assists sick children in locating parents or guardians; admits and dismisses students; releases students to parents and guardians, checking identification.

Determines students living outside school zones; verifies parental custody as necessary, and communicates to parents and Student Services regarding zone eligibility and special transfers.

Works in conjunction with parents, teachers, and Student Services regarding homebound instruction and alternative school placement.

Works in conjunction with the district Homeless Liason regarding student status and eligibility (FIT)

Supports school safety through district protocols and/or participation in School Emergency Management Team efforts if requested by principal; ensures updated and accurate student locator/roster information is readily available.

Assists in supervising students in the office area.

Assists in issuing teachers' supplies; runs and distributes memo copies for faculty, staff, and students.

Assists with incentive and awards programs.

Schedules parent/teacher conferences by telephone as needed.

Sorts and distributes mail; designs and prints certificates; types newsletters and PTA notices; compiles honor roll.

Organizes and maintains filing system, including but not limited to: filing Daily Attendance chart, Accident reports, Preliminary Report, Medical Log, Attendance Referrals, absentee letters, Principal's Monthly Attendance Report, Daily Absentee Form, hardship Application Form, work orders, etc.

Arrange and order Diploma's and graduation programs.

Assists in entry and organization of student disciplinary actions and files as needed.

Verifies and enters data for Suspension & Expulsion Reports.

Submits end-of-year reports for Guidance.

Works in conjunction with the Guidance department to print and distribute student schedules as needed.

Assists in grade verification, prints report cards; sends and receives transcripts and inputs data as needed.

Assists in coordinating substitute and classroom coverage as needed daily.

Liaison to substitute teaches/aides ensuring accurate communication of the school's needs and assignment details as needed.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or equivalent), with one to three years of general office and bookkeeping experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System, attendance and student practices as they pertain to the performance of duties relating to the job of Administrative Assistant II-Attendance. Has considerable knowledge of attendance, enrollment and student practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear

and effective manner. Has good organizational and human relations skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below

indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

_____	_____
Employee's Signature	**Supervisor's Signature**
_____	_____
Employee's Munis Number	**Date**
_____	
Date	