



**FEDERAL WAY
PUBLIC SCHOOLS**

Position Description

Attendance/Data Secretary – Elementary

POSITION SUMMARY The Attendance/Data Secretary - Elementary is the main contact for student records, including attendance, discipline and emergency contact information. This position is responsible for registering and withdrawing students, and ensuring that class lists are current, and may assign new students to classrooms. This position is responsible for greeting guests cordially, making them feel welcome in the school and ensuring that their needs are met, either by themselves or someone more qualified to respond to their concerns and/or questions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for recording and tracking attendance records for students using the District's current student information system.
- Responsible for producing daily attendance bulletins.
- Responsible for submitting, tracking and maintaining Becca records.
- Make phone calls to verify student absences.
- Responsible for greeting students, staff, parents, community members, and other visitors upon their entrance to the building. Also answering incoming telephone calls, providing accurate information, directing calls to others, and taking messages. This position may frequently need to problem-solve with frustrated and/or disgruntled parents either by telephone or in person.
- Responsible for processing student withdrawals.
- Assist the office manager with secretarial tasks.

OTHER RESPONSIBILITIES

- Maintain volunteer records, ensuring that background checks have been performed, etc. and assisting with coordination of field trips.
- May periodically assist with health room as backup to School Nurse and School Nurse Assistant. This would involve, but not be limited to, caring for sick or injured students, ensuring that a parent or guardian is called to pick up student when applicable.

REQUIRED QUALIFICATIONS:

Education and Experience

JOB DESCRIPTION: Attendance/Data Secretary - Elementary

High school diploma or equivalent

Two years data processing and secretarial experience

PREFERRED QUALIFICATIONS:

Experience in a Student Information System

CONDITION OF EMPLOYMENT:

Criminal background check

Work scheduled hours on a consistent basis

Washington State Driver's License

KNOWLEDGE OF:

Microsoft Word and EXCEL

Quality customer service

Database management

ABILITY TO:

Must have excellent communication skills, exhibit proper telephone etiquette

Must be customer service oriented and have the ability to successfully interact with students, office and teaching staff, parents, and other school visitors

Operate a variety of modern office equipment including microcomputers and related software

Organize and set priorities and multi-task

Work independently with minimal supervision

Exercise good judgment and maintain confidentiality

Be fair and consistent with all students

Provide guidance and assistance to students

Meet responsibilities in a punctual and reliable manner

Comply with school board policies and follow administrative procedures.

Pay strict attention to detail

Practice effective safety and security within individual work routines

Maintain effective working relationships with parents, staff, students and the public in a multicultural and multiracial community

Be flexible and able to recognize interruptions as part of a daily routine

Cope with and meet deadlines, and work as a team member

Resolve routine problems and make decisions within established parameters

Cope with and assist angry or distraught students, parents, and other community members.

Perform job responsibilities with or without reasonable accommodations

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.

Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.

Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "Each Scholar: A Voice. A Dream. A Bright Future."

Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will regularly stand and walk, bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee will constantly be required to sit for extended periods of time and use a computer screen and keyboard. The employee may occasionally be required to squat, kneel, and use hands for fine manipulation, climb stairs/ladder, lift and reach overhead, and lift/carry. The employee must constantly lift/carry up to 10 pounds and must frequently lift /carry up to 20 pounds. The employee will occasionally lift/carry a maximum of 35 lbs. The employee is occasionally required to push/pull a maximum weight of 200 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. This position will experience interruptions and deadlines on a regular basis, deal with angry, distraught, or frustrated students, parents, and/or staff.

WORK SCHEDULE

This position typically works, 8 hours per day, Monday through Friday, 201 days per year

REPORTING RELATIONSHIP

This position reports to, and is evaluated by building principal or designee

REPRESENTATION

Federal Way Education Association (FWSP)

LEVEL OF COMPENSATION

Level 5 Federal Way Education Association (FWSP) Salary Schedule

CLASSIFICATION HISTORY

Created August 2018

DISCLAIMER

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

JOB DESCRIPTION: Attendance/Data Secretary - Elementary

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*