



Job Title: Secretary to Early College Associate Principal **Wage/Hour Status:** Non-Exempt
Attendance/PEIMS Clerk

Reports To: ECHS Associate Principal **Pay Grade:** Clerical
Paraprofessional
Pay Grade 3

Dept. /School: TCC SE Early College HS **Date Revised:** 06/11/2018

Primary Purpose:

Ensure efficient operation of the school office and provide clerical services for school's administrative staff. Maintain accurate attendance records for the campus. Under direct supervision, perform data entry including attendance with knowledge of the Student Attendance Accounting Handbook (SAAH), Public Education Information Management System (PEIMS) data, and grades. Process student enrollment, transfers, and withdrawals for the campus.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Ability to use personal computer and software to develop spreadsheets and databases, and do word processing
Basic math skills
Proficient typing, keyboarding, file maintenance, and 10 key skills
Ability to meet established deadlines
Strong organizational, communication, and interpersonal skills
Effective organizational, communication, and interpersonal skills
Strong interest to help design the organization and communication structure

Experience:

One to three years secretarial experience and data entry experience, preferably in public education environment

Major Responsibilities and Duties:

Records, Reports and Correspondence:

1. Prepare written correspondence, forms, schedules, or reports using personal computer or typewriter.
2. Maintain a daily teacher attendance log and records for substitute teachers.
3. Register students annually.

4. Maintain school calendar of events.
5. Schedule meetings, appointments and maintain calendar for principal.
6. Collect and enter attendance and PEIMS data into established database and verify accuracy of according to established procedures.
7. Prepare and print reports, including attendance reports, grades, class or personnel rosters, end of semester reports, or accounting reports.
8. Maintain physical and computerized records & files, including office supplies and communication, student cumulative folders, progress and failure reports, class rosters, grade books, and schedule changes if applicable.
9. Maintain records for student absence reconciliation.
10. Process and transmits requests for Verification of Enrollment for DPS driver's license application.
11. Assist parents, students, and faculty with questions regarding student attendance.
12. Process and transmits requests for student information.
13. Call parents to verify student absences as needed.
14. Report all attendance problems to designated administrator.
15. Prepare written correspondence, forms, schedules, or reports using personal computer or typewriter.
16. Maintain a daily teacher attendance log and records for substitute teachers.
17. Maintain school calendar of events.
18. Schedule meetings, appointments and maintain calendar for associate principal(s).

Reception and Phones:

19. Assist students, teachers, and parents as needed.
20. Receive incoming calls, take reliable messages, and route to appropriate staff.
21. Update handbooks, policy manuals, and other documents as assigned.

Other:

22. Any duties as assigned by the principal.
23. Maintain confidentiality.
24. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer or online computer terminal, printer, calculator and copier.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.