

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY OHIO 44875**

**JOB DESCRIPTION
FOR
SECRETARY, ATTENDANCE OFFICE**

RESPONSIBLE TO:Assistant Director, High School

GENERAL DUTIES:Assist the Assistant Director, High School in effecting attendance procedures for Pioneer students

SPECIFIC DUTIES:

1. Compile the daily attendance and prepare a daily morning report for the staff. This report should include AM absence, early dismissals, in-school suspensions, late buses, and other information the staff will need to know regarding attendance.
2. Issue "Tardy/Late Bus" slips to students.
3. Accept notes from students and parents indicating why a student was absent/tardy and record medical notes on students' attendance records.
4. Accept and record phone calls in the morning for students who are absent that day.
5. Call parents of absent students who have not called in and send postcards to parents who are not reached by phone.
6. Verify notes from students requesting early dismissal, as well as any medical documentation as needed.
7. Maintain the daily attendance "sign-in" and "sign-out" record.
8. Maintain calendars for High School and Preschool.
9. Update the student attendance records on the computer at the end of each school day and prepare bi-weekly attendance report to Partner School principals and counselors.
10. Prepare and mail letters to parents of students who have excessive absence; distribute copies and maintain file of letters.
11. Send forms concerning detention to parents and distribute copies.
12. Update and create new forms as needed by the attendance department.
13. Maintain close contact with students, instructors, and Assistant Director, High School to assure attendance procedures are followed.
14. Forward names of students for follow-up to Assistant Director, High School/Supervisors.
15. Prepare attendance data as needed by the Assistant Director, High School/Director of Operations.
16. Prepare perfect attendance data and assist the Assistant Director, High School in distributing perfect attendance awards and incentives.
17. Operate NCOCC student software and current word processing software-
18. Assist in making student ID's, as needed.
19. Enter all absences for Pioneer Preschool.
20. Assist the Director of Operations' Secretary, as requested
21. Collect parking registration/fees, distribute student parking stickers and maintain a student parking data base.
22. Appoint Partner School mail couriers. Maintain and dispense mail packets.
23. Perform other duties as assigned by the Superintendent and/or his/her designee