



# Lansing Unified School District 469

200 East Mary Street  
Lansing, Kansas 66043  
913-727-1100  
www.usd469.net

**Job Title:** Attendance Secretary

**Reports to:** Building Principal

**Purposes and Objectives of the Position:**

The attendance secretary collects and maintains student attendance information at the assigned building, meeting district, state, and federal requirements relating to attendance processes including parent notification, preparing, and distributing attendance reports and materials, and providing clerical support in building. The functions of the attendance secretary require strict confidentiality.

**Qualifications:**

- High school diploma
- Associates Degree or three years work experience preferred
- Training in basic first aid preferred

**General Duties and Requirements**

- Communicates with parents, students, staff, etc. in person, by telephone or in writing for the purpose of providing information on a variety of attendance and/or discipline issues and meeting district and state absence notification requirements.
- Administers first aid and prescription medications to students for the purpose of providing emergency or necessary care in accordance with district, state, and federal requirements.
- Ensures accuracy of attendance records, including verification of forgeries and trancies for the purpose of complying with State laws governing attendance accounting.
- Maintains a variety of attendance records, schedules, and files (manual and computer) (e.g. contact and telephone logs, cleared attendance, school calendars, etc.) for the purpose of providing reliable information in compliance with district policies.
- Maintains students' records for the purpose of documenting events, and students' goals and adhering to educational policies and procedures.
- Prepares a variety of reports and written materials for the purpose of conveying information regarding school and/or district activities and procedures.
- Processes documents and materials (e.g. attendance records, student placement, disciplinary and/or suspension notices, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries from a variety of individuals (e.g. staff, parents, probation officers, other schools, and/or students, etc.) for the purpose of providing information and/or directions as may be required.
- Maintain confidentiality of information.
- Supports administration for the purpose of assisting with their administrative functions.
- Performs other duties as assigned.

*The district reserves the right to modify job duties or job descriptions at any time.*

## **USD 469 Board of Education Policies**

### **Knowledge, Skills, and Abilities Required:**

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.