

# *Academy for Math, Engineering and Science*

## **Job Description Attendance Clerk/Receptionist**

### **GENERAL PURPOSE**

This position is responsible for all the duties and requirements of the day to day operations of the attendance clerk/front reception desk. These duties include the front reception desk, answering the phone, tracking daily attendance, and helping in the every day running of the office and school.

### **SUPERVISION**

This position works under the direction of the Office Administrator, as well as being available to help the principal. This position also provides supervision to student aides.

### **JOB DUTIES**

This position requires a variety of skills and performs many essential functions to the success of the school. These functions include but are not limited to the following:

#### **STUDENT RECORDS AND ATTENDANCE:**

Student Recruitment - assist the principal and the office administrator in the recruitment of incoming students. This includes: Manage and help coordinate acceptance and waiting list. Help with and attend new student Registration meetings.

Student Attendance – monitor and maintain student attendance records. Oversee students checking-in and checking-out of school. Processes requests for homework for absent students. Identifies chronic absence cases.

Student Assistance and Support – help students with contacting parents in case of sickness or emergency. Interface with parents regarding these issues.

#### **OFFICE ASSISTANCE:**

Receptionist – The position is required to perform general receptionist duties including answer incoming calls, direct calls to appropriate personnel; screen calls; help collect, and distributes mail.

### **QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE**

- A High School diploma or equivalent required.
- Previous experience working in a school preferred.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Strong computer aptitude is preferred. Must be able to utilize internet for research and information purposes. Knowledge of MS Word and Student Information Systems (Aspire).
- Type 60 wpm, ten-key by touch.
- Strong interpersonal skills, deductive reasoning skills.
- Basic first-aid.
- Verbal and written communication skills.
- Spanish language skills preferred but not required.

**COMPENSATION**

This is a 40 hour a week position with health and retirement benefits, 4 personal days included. Salary is commensurate with education and experience.

Please note that more time is required during various times during the year, such as student recruitment, new student orientation, and beginning of school year.