



## **Attendance Administrative Assistant**

Hired by: Principal  
Evaluated: Annually  
Schedule: 12 months

Report to: Principal  
FLSA: Non-exempt  
Supervises: None

The Attendance Administrative Assistant is primarily tasked with managing student attendance for the upper school. To effectively carry out the tasks assigned, the Attendance Administrative Assistant would be organized, task oriented, yet focused on accuracy and comfortable with a significant amount of interaction with students, parents, faculty/staff and visitors.

### **Spiritual Maturity**

- Publicly profess a faith in Jesus Christ as Lord and Savior
- Actively engage in the life and ministry of an evangelical church
- Pursue a life of spiritual development through regular study of scripture and prayer
- Demonstrate the fruit of the Spirit as a byproduct of a growing faith
- Believe and support the school's statement of faith
- Agree to abide by the Lifestyle Statement

### **Professional Responsibilities (essential)**

- Oversee and manage student attendance records by period throughout each day.
- Log and manage all the visitor/vendor/student/faculty comings and goings from the building.
- Respond to phone, email, and other contacts with the school.
- Interact with students, parents, visitors, faculty and staff in a professional manner.
- Promote the school by establishing rapport with visitors and families.
- Assist in preparation of back-to-school information for faculty/staff.
- Assign and manage student lockers.
- Issue and manage student Chromebooks.
- Manage end of year check-out for students.
- Support the faculty and staff with various tasks.
- Maintain an organized and welcoming office environment that is conducive to productivity and efficiency.
- Maintain accurate and complete records, files, and/or databases appropriate to duties.

### **Professional Requirements**

- High School diploma or equivalent, Associate's degree preferred.
- Prior experience in a school setting preferred.
- Enjoys working in a fast paced, chaotic, and frequently loud office environment.
- Ability to maintain productivity regardless of frequent interruption.
- Knowledge of office processes and practices.
- Working knowledge of Microsoft Word, Excel, Outlook, and Office 365.
- Ability to use a variety of Windows applications, including the school management software.
- Must possess a high degree of confidentiality.
- Excellent interpersonal skills.
- Ability to operate pertinent office equipment.

- Discretion, good judgment ability, adaptable, flexible, and efficient.
- Solid organizational, time management, and problem-solving skills.
- Ability to prioritize tasks in order of importance and time sensitivity.
- Effective listening and verbal communication skills.

**Physical Requirements**

<b>WORKING ENVIRONMENT</b>	<b>RARELY</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
Outdoor Duty				
Cold (50 deg. F or lower)	X			
Heat (90 deg. F or higher)	X			
Chemicals/Solvents		X		
High stress			X	
Interruptions				X
Climbing stairs		X		
Standing/Sitting/Walking/Bending			X	
Pushing/Pulling	X			
Lifting/Lowering/Carrying				
Up to 20 lbs.			X	
Up to 50 lbs.	X			
More than 50 lbs.	X			
Telephone				X
Computer/Printer				X
Fax/Copier				X
AV Equipment		X		
Summon emergency help	X			
Apply First Aid/CPR	X			
Driving	X			

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature