

# Franklin County Community School Corporation

<b>Job Title</b>	<b>Athletic/Attendance Secretary</b>			
<b>Position Type</b>	<input checked="" type="checkbox"/> full time	<input type="checkbox"/> certified	<input type="checkbox"/> 180 days	<input type="checkbox"/> 210 days
	<input type="checkbox"/> part time	<input checked="" type="checkbox"/> non-certified	<input type="checkbox"/> 185 days	<input checked="" type="checkbox"/> 220 days
			<input type="checkbox"/> 190 days	<input type="checkbox"/> 12 months
			<input type="checkbox"/> 195 days	<input type="checkbox"/> as needed
			<input type="checkbox"/> 200 days	

**Job Purpose:** The Athletic/Attendance/Counseling Secretary works at the high school to perform a variety of clerical and secretarial functions in support of athletics, attendance, and guidance counseling.

**General Duties:**

1. The secretary is often the first contact the public has with the school. The secretary is expected to act in such a manner as to make the first impression a positive one.
2. Communications, records, and office management are expected to conform to the highest standards of professionalism.
3. Be courteous in all dealings with parents, students and employees. It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations include:
  - confidentiality
  - courtesy
  - cooperation
  - positive attitude
  - reliability
  - punctuality
  - accuracy
  - efficiency
  - timeliness in respect to deadlines
  - respectfulness towards others
  - shall represent the schools and district in a positive way
4. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPPA (Health Insurance Portability and Accountability Act) laws and requirements.
5. Assist the principal's secretary with typing and extra work.
6. Assist in answering the telephone and act as a receptionist.
7. Be responsible for any other duties not listed that may be deemed necessary by the administration.

**Athletic Duties:**

1. Coordinate with the Athletic Director game arrangements (including gate help, time-keepers, supervision and all other personnel needed).
2. Maintain records of athletic physicals
3. Assist the athletic director with all correspondence.
4. Maintain student eligibility lists.
5. Type all athletic programs as well as other necessary typing.
6. Monitor Athletic Department Helpers

**Attendance Duties:**

1. Maintain absences and tardy data
2. Collect absentee documentation

3. Create absence lists for excessive absences
4. Make appropriate phone calls for absences
5. Send out attendance letters

**Skills/Qualifications:**

1. High school graduate or equivalent
2. Clerical skills
3. Computer literate
4. Organization skills
5. Skills in working people (staff, students and parents)
6. Skill in the area to be assigned
7. Such other qualifications as the Building Principal may find appropriate and acceptable.

<b>Evaluated by</b>	<b>Building Principal</b>
	<b>The employee shall be evaluated annually.</b>