

South Fayette Township School District

3680 Old Oakdale Road
McDonald, PA 15057
(412) 221-4542; Fax (724) 693-2883
www.southfayette.org

Job Description

TITLE: Assistant for Attendance, Student/Visitor Center and Dean

REPORTS TO: Building Principal

JOB GOALS:

- To positively welcome all visitors to the high school and those who call the high school and provide the secretarial, clerical, public relations and technology needs related to Student/Visitor Center, Attendance Office, and other high school areas as needed to support the Main Office and the Counseling Office.

QUALIFICATIONS:

1. High School Diploma or equivalent required; college or higher education preferred.
2. Strong interpersonal and communication skills.
3. Excellent clerical and computer technology skills, including proficiency in Microsoft Word, Excel, e-mail, Google Suite, and PowerSchool.
4. Pleasant and pleasing personality
5. Ability to keep information confidential
6. Ability to multi-task and work in an environment with many interruptions and manage stress effectively.
7. Ability to work cooperatively and collaboratively with others
8. Computational and business skills necessary to review financial data.

PERFORMANCE RESPONSIBILITIES

This function will have been satisfactorily performed when the assistant:

1. Acts as a receptionist to visitors, parents, and students in the school, greets them in a positive, pleasant manner, and provides them with necessary information.
2. Communicates positively with Dean, administrators, faculty and other staff members in the building.
3. Answers the telephone and provides information or takes messages for the Dean and other school personnel when appropriate.
4. Honors the confidentiality of the Dean/Building Principal's office as well as the all other District personnel and students.

5. Assists the Dean as needed for sensitive issues such as searches, dress code, etc.
6. In the absence of the Building Principal, contacts another administrator or Dean if an emergency or crisis occurs. The Principal should be contacted immediately by cell phone as needed.
7. Keep track of appointments, meetings and conferences for the Dean.
8. Handles all functions related to department.
9. Maintains a regular filing system for school documentation and correspondence, as well as a set of locked, confidential files.
10. Handles all correspondence and documents required for the Dean/Building Principal and other official school business regarding discipline and attendance.
11. Maintains all student discipline files and records dates of detentions and suspensions in school calendar. Maintains database of all disciplinary action taken during school year. (PowerSchool).
12. Notifies administrators and faculty of students who have lost privileges, who need homework collected due to suspensions or illness, etc., via written communication.
13. Maintains and updates school management software daily (currently, PowerSchool) for District. Designs forms and reports for the District
14. Ensures that all teachers take attendance each morning and tracks data provided by staff.
15. Prepares daily bulletin(s) for attendance-related items and distributes to staff at approximately 8:00 a.m. and 12:00 p.m.
16. Notifies parents, via software, of student absences each day; maintains and updates software for District.
17. Prepares all correspondence relative to students who have been absent 5, 10, 15, 18, and 20 days, communicates with parents, counselors, social worker, and Building Principal regarding these timelines as per the Student Handbook, and maintains all documentation relative to attendance hearings at the end of the semester and the end of the year.
18. Sets up and executes reminder phone calls and School Messenger emails for absentee notes which are due the following day.
19. Collects excuses from all students who report tardy to school, issues a tardy slip to the student to enter class, and records all tardy slips as excused or unexcused on the daily bulletin. Follows same process for early dismissals from school.
20. Obtains signatures and processes all requests for educational trips, calls parents and notifies teachers when approved.
21. Maintains and monitors all excuses for absences, documents truancy, etc.
22. Oversee daily arrival, check-in and attendance of Parkway West students to the high school building mid-morning. Contact Parkway West personnel daily with the attendance report for attendance verification. Communicate and post pertinent school information, messages and special schedules to the students as needed.
23. Prepares all documentation necessary for sending cases to the District Magistrate as per the Student Handbook and sends certified mail in cases involving discipline and attendance as needed.

24. In cooperation with school nurse, prepares annual mailing for update of all personal/emergency information and enters updated information into PowerSchool.
25. Attends training classes on an as-needed basis to keep updated on changes with job responsibilities.
26. In the absence of the Administrative Assistant to the School Counseling Department, assists counselors with their needs.
27. Notifies parents via School Messenger in the case of emergency, inclement weather, etc. of possible school closings and delays.
28. Scans visitors through the Raptor System to help maintain the safety of the high school building.
29. Provides a visitor badge to each visitor after completing screenings in the Raptor System.
30. Unlocks the rear high school doors each morning for students arriving on school buses through the computer.
31. Maintains strong communication with Parkway West AVTS and coordinates all communication regarding school calendars and effectively communicates with the transportation department.
32. Maintains a file of all student discipline letters and records.
33. Maintains a spreadsheet in Google to track all student and faculty parking permits, organizes the issuing of student and faculty parking permits, collects payment for student parking permits, and issues temporary parking tags as needed pending Building Principal approval.
34. Maintains an organized filing system of all student discipline letters, records and absence excuses.
35. Attends monthly Student Services Team Meetings and supplies relevant attendance information.
36. Provide Student Work Permits as requested and maintain a Google spreadsheet log of issued permits.
37. Assist with Attendance Improvement Plans and works collaboratively with the social worker.

TERMS OF EMPLOYMENT:

The Assistant for Attendance, Student/Visitor Center, and Dean shall be employed on a ten-month basis. Starting Salary Range \$22,000.-\$24,400.

Salary, work schedule and other conditions of employment are to be in accordance with the South Fayette School District salary schedule and applicable policies.

EVALUATION:

Performance of this job will be evaluated by the Building Principal and communicated to the Superintendent for review.