

**TITLE**

*Administrative Assistant/Attendance Clerk for  
Technology Supervisor and Materials Supervisor*

**ESSENTIAL FUNCTIONS****Attendance**

- Help all county secretaries with enrolling, scheduling and student attendance.
- Help county secretaries and teachers with setting up and posting grades for all students.
- Provide reports for Foods Supervisor and Special Education as well as Attendance reports for Director of Schools for monthly attendance and end of year.
- Help with all monthly and end of year reports to State Department.
- Daily checking and fixing problems with students' attendance (large portion of job).
- Checking student problems with Star Student and EIS for correct information.
- Looking up old school records for public and lawyers and out of county schools.
- Providing critical support for secretaries with Star Student Program.
- Miscellaneous duties and responsibilities.

**Technology**

- Take calls and requests from teachers with computer issues.
- Fill request for ink and other miscellaneous computer parts.
- Unloading computer parts and new computers.
- Miscellaneous duties and responsibilities.

**Materials**

- Help fill teacher request orders for all schools.
- Order office supplies.
- Record Purchase Orders for BEP, Technology, Title V, AR and Janitorial accounts.
- Unload trucks with books and materials.
- Stamp and record new library books.
- Miscellaneous duties and responsibilities.

**Reports**

- 200-Day Accountability
- Annual Drop-out
- Director's Annual Membership/Attendance
- Director's Annual Votech Average Daily Membership
- Director's Annual Special Education Options ADM
- Director's Monthly Student Membership/Attendance
- Director's Monthly Votech Average Daily Attendance
- Director's Monthly Votech Average Daily Membership
- Director's Monthly Special Education Options ADM

- End of Month Membership
- Net Enrollment
- Promotions & Retentions
- Preliminary Reports
- Report of 12<sup>th</sup> Graders
- Roster of Graduates
- Suspensions, Expulsions & Remands
- Transportation ADT
- Student Detail
- Post Attendance on Website (Monthly and End of the Year)
- Reports to EIS (make sure all reports are correct in EIS)

The BEP monies that the district receives each year are based on the accuracy of the attendance data, therefore, making it very critical that all information is reported correctly and that every student's data is correct.

*Administrative Assistant/Attendance Clerk for Technology Supervisor and Materials*