

5. Collect and enter attendance and PEIMS data into established database and verify accuracy according to prescribed procedures.
6. Maintain student records and process requests for student information and transcripts. Process new student records, including requesting transcripts and records from other schools.
7. Assist parents, students, and faculty with questions regarding student attendance.
8. Contact parents/guardians to verify student absences as needed and report attendance problems to designated administrator.

Reception and Phones

9. Receive incoming calls, take reliable messages, and route to appropriate staff.
10. Assist students, teachers, and parents as needed.
11. Schedule meetings and appointments and maintain calendar for principal.

Other

12. Assist with planning, preparation, and setup of faculty meetings and campus activities.
13. Sort, distribute, or deliver mail and other documents.
14. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
15. Maintain confidentiality.
16. Follow district safety protocols and emergency procedures.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress
