

RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT
Oakland, New Jersey 07436

JOB DESCRIPTION

Title: Administrative Assistant – Attendance (Grade II)

Organizational Relationship: Reports to Office Manager along with the Assistant Principal

Primary Function

Responsible for maintaining student attendance records using the online attendance system and providing clerical and administrative support in the Main Office.

Major Areas of Accountability:

1. Tracks student attendance and maintains current all information in the online student attendance system.
2. Communicates with parents and students regarding attendance issues and maintains appropriate documentation for both excused and unexcused absences as per District Policy and Regulation.
3. Generates morning phone calls to parents/guardians for any unreported student absences for both Ramapo and Indian Hills and issues status reports.
4. Coordinates with Nurse to track absences due to medical necessity. Verifies student medical absence documentation with physicians' offices. Maintains files of students who have a chronic medical condition as well as those requiring bedside instruction.
5. Reviews Daily Attendance Report for anomalies of student attendance in individual classes and electronically distributes to faculty for verification.
6. Prepares letters for parent notification regarding attendance status and probation as necessary.
7. Provides various reports regarding student attendance for staff and reference purposes as requested. Provides student schedules and rosters.
8. Performs clerical and secretarial duties as necessary.
9. Performs other related duties as may be assigned.

Qualifications:

1. High school graduate
2. Knowledge of automated office equipment and district computer technology
3. Excellent verbal and written communication skills.

Terms of Employment:

Ten-month contract in accordance with contractual arrangement as approved by the Board of Education.

Approved: May 22, 2017
 February 29, 2024