

Browning Public Schools
Board Agenda Request
Meeting To Be Held: October 15, 2024



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignations Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
 This action request pertains to Elementary (only) High School/District Wide

Date: 10/10/24

To: Rebecca Rappold
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Change 1.0 FTE for BHS Time Attendance Clerk to .5 FTE 2024-2025

Description: Request approval to change the BHS Attendance Clerk position to .5 FTE. Position was previously Full-Time, and due to budget constraints, administration is recommending this position be half time.

Financial Impact: .5FTE \$27,676 + 20% fringe plus Insurance \$20,026
 1.0FTE \$13,838 + 20% fringe

Funding Source: Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

Attachment(s): Job Description

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled: _____

Browning Public Schools JOB DESCRIPTION

Attendance Clerk

Summary of Functions

Performs all necessary secretarial, clerical, and receptionist duties relating to student attendance and in support of school office. Provides assistance to administrators in carrying out functions of the school office.

Essential Duties and Responsibilities

- 1) Personal Contacts – Places and/or receives telephone calls regarding student attendance. Personally contacts, or utilizes automated telephone system, to notify parents of those students who are absent. Refers matters to the truant officer as required. Notifies teachers if absences are excused by parents. Maintains detailed records of parent contacts.
- 2) Coordination and Planning– Works closely with appropriate school personnel in obtaining all pertinent data regarding absent students; including, but not limited to, assisting in the creation of plans to help keep students in school.
- 3) Database – Routinely enters changes in school database regarding student status.
- 4) Correspondence – Uses word processing software and printing equipment to create, copy, edit, store, retrieve and print a variety of documents. May use database or spreadsheet software to enter, retrieve, revise, sort or calculate and retrieve data for reports. Processes incoming correspondence as instructed.
- 5) Files – Establishes and maintains files. Cross-reference, briefs, and otherwise arranges files to facilitate usefulness. Searches for, and assembles information from, files and documents in the office and from outside sources for use by the supervisor and/or coworkers.
- 6) Check-in/Out – Checks students in and out of school. Helps gather needed homework for students.
- 7) Training – Provides training to others to provide temporary assistance in the position. Attends training necessary for providing assistance to administrators and the school office.
- 8) Backup – On a temporary, rotating basis, may serve as backup to other clerical positions as assigned.
- 9) Reports – Prepares and submits reports and other documents as required.
- 10) Confidentiality - Maintains safeguards over protected, privileged, or confidential information, verbal and written, to prevent unauthorized disclosures.

11) Student Workers – Supervises students who are assigned to the attendance office.

12) Other – Performs other functions as may be necessary to the work of the office.

Organizational Relationships

Supervised by and reports to the Principal or designee. May work under, and be directed by, the Head Secretary on a day-to-day basis.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- High school diploma or equivalent.
- One (1) year of education and/or experience in secretarial/office clerical field.
- Proficient with desktop computers; preferably Microsoft operating system.
- Knowledge of, and experience in, operating office equipment; including fax, copier, calculator, and typewriter.
- Knowledge of grammar, spelling, punctuation, and prescribed formats.
- Good typing skills.
- Good communication and organizational skills.
- Ability to work with others and without close supervision.
- Ability to handle details accurately.
- Ability to focus on work despite office interruptions.
- Good work habits.

Desirable Qualifications – Experience in school operations/office work.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.