

JOB DESCRIPTION

1. TITLE: Office Assistant – **Attendance Secretary** – Dixon High School
 2. QUALIFICATIONS:
 - A. Ability to work with people.
 - B. Ability to **work with high school students.**
 - C. **Ability to handle a fast-paced office.**
 - D. High School diploma.
 3. REPORTS TO: **Principal** and Assistant Principal
 4. SUPERVISES: **None**
 5. JOB GOAL: Assist in daily operations of office and student management.
 6. PERFORMANCE RESPONSIBILITIES:
 - A. Maintain record of student **attendance each class period.**
 - B. **Maintain attendance and bus attendance of students** from Whiteside Area Career Center.
 - C. **Answer phone and door; greet visitors.**
 - D. **Maintain paperwork for work permits, vehicle registrations, independent students, etc.**
- *Responsibilities are not all-inclusive. Additional responsibilities may be assigned by the supervisor and this job description may be modified by the District any time.
7. TERMS OF EMPLOYMENT:
 - A. 190 work days
 - B. 15 days sick leave per year
 - C. 2 days personal leave per year
 - D. Medical/life insurance – Determined by the Board of Education.
 8. EVALUATION

Performance of this job will be evaluated annually by the **Principal or Asst. Principal**, in accordance with provisions of the Board's policy on evaluation of classified personnel.