**JACKSON PREPARATORY**

**&**

**EARLY COLLEGE**

**STAFF RESPONSIBILITIES**

**Title:**  Attendance Secretary

**Reports to:** Chief Operations Officer/AccessPoint

**Employment Type:**  Administration/At-Will/Exempt

**Length of Assignment:** 12 Months

**Scope of Position:** Provides administrative support for the leadership team and is responsible for office duties.

**Criminal Background Check Requirement:** Yes

**Title:** Attendance Secretary

**Reports To:** Chief Operations Officer

**Scope of Position**:

*Provides administrative support for the leadership team and is responsible for office duties*

**Essential Functions:**

* Cultivate and facilitate a positive environment at all times. Act as the office’s CEO (Chief Energy Officer).
* Ensure office and front desk coverage at all times.
* Demonstrates a high level of service and care of guests at all times.
* Maintain a professional and organized appearance of your person and work area.
* Maintains student daily attendance records
* Receptionist for all visitors, students, and callers
* Responsible for parent assistance and correspondence
* Responsible for coordinating and communicating with volunteers
* Data entry into student database system
* Assists school President and Deans as needed
* Responsible for assisting with the management of field trips and the collection of funds

# SUPERVISORY RESPONSIBILITIES:

None

# CONTACTS AND PURPOSE OF CONTACTS

**Internal:** Coordinate and communicate with all areas of Jackson Preparatory & Early College, JPEC Board Members, Jackson College personnel including Provost, Instructional Deans, and faculty, Institutional Research, Scheduling Office and Business Office.

**External:** Frequent contact with educational partners, prospective instructors, business and community leaders, prospective parents and students, and guests.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

* High school diploma
* Must have 5+ years previousadministrative experience
* Must have a satisfactory background check

**PROFESSIONAL QUALITIES AND ABILITIES**

* Possesses a positive attitude; able to see good in self and others
* Shows flexibility including the acceptance of and willingness to change; sees change as an opportunity for growth
* Seeks improvement over time by taking risks and trying new things
* Knows and acknowledges personal limits
* Displays self-discipline and a strong work ethic
* Accepts responsibility for professional and personal growth
* Demonstrates commitment to be a productive/supportive member of the JPEC community
* Successfully organizes, executes and follows up on projects; sets specific objectives and measures to achieve results
* Accepts criticism gracefully and uses it as an opportunity for growth
* Demonstrates strong organization skills
* Proactively anticipates the needs of the President as well as the larger JPEC community with the ability to plan day-to-day activities while also to the month ahead
* Handles conflict effectively
* Inspires others; sets an example of professionalism both within JPEC and the community
* Serves as a role model of good written and oral communication skills and good time management skills
* Leads and/or follows as circumstances require

**Americans with Disabilities Act (ADA) compliance section**

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand and walk, reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**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.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions while traveling between buildings on campus. The noise level in the work environment is usually moderate.