**JACKSON PREPARATORY**

**&**

**EARLY COLLEGE**

**STAFF RESPONSIBILITIES**

**Title:**  Attendance Secretary/Substitute Teacher

**Reports to:** Chief Operations Officer

**Length of Assignment:** 12 Months

**Hours:** Full time paid through EDUstaff

**Criminal Background Check Requirement:** Yes

**Title:** Attendance Secretary/Substitute Teacher

**Reports To:** Chief Operations Officer

**Scope of Position**:

*Provides administrative support for the leadership team and is responsible for office duties as well as classroom coverage when necessary.*

**Essential Functions: Attendance Secretary**

* Cultivate and facilitate a positive environment at all times.
* 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 areas.
* 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 administration as necessary
* Keeps student and staff data confidential at all times
* Responsible for assisting with the management of field trips and the collection of funds

**Essential Functions: Substitute Teacher**

 Instructional Duties:

* Deliver lessons and instructions as provided by the absent teacher.
* Assign and explain homework according to the lesson plans.
* Provide instruction in various subjects and grade levels.
* Adapt teaching methods to meet the needs of diverse learners and learning styles.
* Provide support and guidance to students on assignments.

Classroom Management:

* Maintain a safe, orderly, and productive learning environment.
* Monitor student behavior and enforce school policies.
* Manage classroom rhythms and daily activities.
* Foster a respectful and inclusive classroom atmosphere.

Administrative Duties:

* Take attendance according to the school's procedures.
* Record and document classroom activities and student progress.
* Compile and leave a report for the regular teacher on student attendance, activities, and any significant issues.
* Ensure the classroom and work stations are kept clean and orderly.

Supervision:

* Supervise students during classroom hours, recess, lunch, and other school activities.
* Provide supervision and ensure student safety in classrooms, hallways, and the cafeteria.

Communication and Collaboration:

* Communicate with other teachers, staff, and administration to ensure continuity of instruction.
* Report any incidents, concerns, or significant student developments to the regular teacher or school administration.

# SUPERVISORY RESPONSIBILITIES:

None

# CONTACTS AND PURPOSE OF CONTACTS

**Internal:** Coordinate and communicate with all areas of Jackson Preparatory & Early College and Jackson College as necessary.

**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
* 60 college credits with 2.0 or better average or full associate’s degree
* 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.