



EDGEWOOD HIGH SCHOOL OF THE SACRED HEART

Position/Title	Attendance Administrative Assistant
Department	Student Services
Reports To	Associate Principal
Type of Position and Time Commitment	<p>This is a part-time (50%) school-year position (mid-August through the end of May) with specific work hours dependent on department needs; generally Monday through Friday, between 7:30 a.m. and 12:30 p.m.</p> <p>Additional attendance may be required at in-service days, retreats, student orientation days, faculty & departmental meetings, Edgewood in the Community, Back-to-School Night, New Student Induction, Graduation, Open Houses, Parent/Student/Teacher Conferences, Registration Night/Day, and Retreats.</p>
Purpose/ Responsibilities	<p>The Attendance Administrative Assistant is primarily responsible for all coordination and oversight of the day-to-day operation of the Attendance Office. They may also provide administrative support to the EHS Student Services Department as needed and also collaborate with the Diocese of Madison, the State of Wisconsin, and other reporting agencies regarding student attendance records and reports.</p>
Key Tasks and Responsibilities	<ul style="list-style-type: none"> ● Manage all aspects of daily student attendance to keep accurate school records.. ● Act as a liaison between students, parents, and faculty/administration regarding student attendance. ● Construct and compile all attendance accounting information, data, and reports. ● Prepare attendance reports and lists for distribution to faculty. ● Receive tardy students and issue late passes as needed. ● Communicate with parents/guardians regarding student absences/tardies. ● Perform related duties as required.
Skills, Knowledge and Abilities	<p>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:</p> <ul style="list-style-type: none"> ● Previous administrative experience, preferably in an educational environment. ● Knowledge of PowerSchool software preferred, but not required. ● Ability to establish and maintain cooperative and effective working relationships with faculty, staff, students, and parents/guardians while maintaining professionalism and confidentiality. ● Ability to communicate effectively orally and in writing. ● Must have the proven ability to work under tight deadlines and flexibility to work at non-traditional times to meet the department needs. ● Perform all other related work delegated or required to accomplish the objectives of the total school program. ● Knowledge and implementation of relevant technology including Microsoft Office and Google Suite applications. ● This job operates in a professional school environment, which routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Mission Statement

August 2022

Edgewood High School is a Catholic high school that educates the whole student for a life of learning, service and personal responsibility through a rigorous academic curriculum that embraces the Dominican Sisters of Sinsinawa values of Truth, Compassion, Justice, Community and Partnership.

Please email or mail resume and cover letter to:
Edgewood High School of the Sacred Heart
Attn: Human Resources
2219 Monroe Street
Madison, WI 53711
HR@edgewoodhs.org

Edgewood High School is an Equal Opportunity Employer.