



ATTENDANCE SECRETARY

Merit Preparatory Academy seeks a detailed-oriented Attendance Secretary to assist in the school's front office.

Part-Time Position

WAGE: \$15+/hr DOE

Send a letter of interest and resume to:

 mike.condie@meritacademy.org

CHOOSE YOUR QUEST
CHANGE YOUR WORLD

RESPONSIBILITIES

- ✓ To provide secretarial support to the Director of Students
- ✓ To assist in coordinating and overseeing the day-to-day operations of the attendance office
- ✓ To direct and participate in maintenance of student attendance records/reports
- ✓ To act as a liaison between students, parents, staff, and appropriate agencies regarding student attendance
- ✓ To be responsible for directing and participating in the accurate and timely compilation and preparation of attendance accounting information, data, and reports
- ✓ Keep records of students moving into and out of the program.
- ✓ To assist in answering calls and directing questions/calls to the appropriate offices.
- ✓ To cross train and cover the front desk from time to time.

www.meritprepacademy.org