



# Milwaukee Academy of Science

2000 W Kilbourn Ave - Milwaukee, WI 53233 - (414) 933-0302

**Title:** K-12 Attendance Secretary  
**Supervisor:** Director of School Culture and Student Services  
**Department:** District  
**Classification:** Exempt  
**Contract Length:** 10-month (197 Days)

Founded in 2000, the Milwaukee Academy of Science is a K4-12th grade independent charter school serving nearly 1,300 scholars in downtown Milwaukee. The mission of MAS is to graduate students prepared to compete successfully at the post-secondary level. African American students comprise 99% of the student body and over 95% of students qualify for free or reduced meals. Regardless of student background and external factors, MAS maintains the expectation that students should be on grade level and proficient on state assessments.

## Job Summary:

The Attendance Secretary, at the direction of the Director of School Culture and Student Services, is responsible for tracking student attendance and following up with families to reduce barriers to school attendance.

### I. Position Relationships

**Reports to:** Director of School Culture and Student Services

**Coordinates with:** Chief Academic Officer, academy administration, Family Engagement and Recruitment Coordinator, transportation coordinator, Student Information Manager, and teaching/support staff

### II. Position Responsibilities

- Run weekly attendance reports via PowerSchool to identify students reaching key thresholds for intervention
- Run daily reports for consecutive unexcused absences; follow up with families to discuss barriers to attendance.
- When an attendance barrier is identified, connect parent/guardian with necessary resources
- Assist with scheduling SARB meetings
- Coordinate with Transportation Coordinator, COVID response coordinator, and Student Information Manager
- Assist the Student Information Manager and school administration/staff to ensure attendance record accuracy for purposes of city and state reporting.
- Serve as the point of contact for students in quarantine (instructions for work completion, devices, paper copies of work, etc.)

### III. School Operations Management

- Consistently maintain appropriate reporting and corresponding intervention documentation



# Milwaukee Academy of Science

2000 W Kilbourn Ave - Milwaukee, WI 53233 - (414) 933-0302

- Follow all policies, procedures, and laws and seek clarification when needed
- Request and allocate supplies, equipment, and materials as needed

#### **IV. Preferred Knowledge, Skills, Abilities and Personal Characteristics**

- Consistently respond to contact from parents and other stakeholders in a timely and meaningful way
- Consistently model positive professional and ethical behavior and take swift action when inappropriate conduct or practice is reported or observed
- Create time efficiencies to maximize focus on goals, priorities, and deadlines
- Solicit feedback and use feedback to improve personal, school, and student performance
- Apply initiative and persistence to achieve school expected goals
- Identify and resolve problems in a timely manner
- Demonstrate attention to detail
- Maintain confidentiality

#### **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.

#### **Education/Experience:**

24 hours of college credit. Minimum of three years of experience working in schools preferred

#### **Mental, Emotional, and Physical Demands, and Environmental Factors:**

Frequent prolonged and irregular work hours; ability to maintain professionalism and composure under pressure; ability to function at a high level in a high-paced environment

#### **Language Ability:**

Ability to respond to common inquiries or complaints from all stakeholders in a variety of formats

#### **Computer Skills:**

At a minimum, proficient in Microsoft Word, Excel, Google Drive, and Outlook. PowerSchool experience preferred.