



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

CAMPUS SECRETARY, ATTENDANCE

2009-2010

JOB NUMBER 3251

Applying for this posting places your name in a pool of applicants who wish to be considered for attendance secretary positions as they become available in the district.

QUALIFICATIONS:

1. High school diploma/GED.
2. Proficient in applied technology (Microsoft Word, Excel, Access, PowerPoint).
3. Proficient in general office management and procedures.
4. Possess excellent interpersonal and communication skills. Must have a high level of integrity regarding student records, employment records and campus issues.
5. Must be self-motivated, possess the ability to work under pressure, able to handle multiple tasks and work collaboratively.
6. Competency on CFISD proficiency test (score of **80** or above and a minimum of **45 wpm** typing skills).

LENGTH OF EMPLOYMENT:

- Middle School 193 days
- Elementary School 193 days

SALARY/PAYGRADE:

- Middle School CT/44 - \$21,228 (Minimum)
- Elementary School CT/44 - \$21,228 (Minimum)

ESSENTIAL FUNCTIONS:

1. Maintain current attendance records as required by the district and the state, including:
 - a. Admissions, qualifications and registrations;
 - b. Keeping records of second-language students;
 - c. Entering absences into the computer;
 - d. Handling correspondence to parents of students who have excessive absences;
 - e. Filing all excuses for absences; withdrawing students; and
 - f. Keeping appropriate personnel apprised of changes in attendance records.
2. Prepare official attendance reports in accordance with district and state policies and procedures.
3. Assist the campus secretary in performing all office procedures.
4. Perform other duties as assigned by the principal.

REQUIREMENT: After submitting an application, **ALL** applicants must **register online** for the proficiency test and bring educational credentials the day of testing. To register, click on [Apply Online](#) below and go to Steps 5 & 6.

INTERESTED APPLICANTS MAY CONTACT:

Human Resources
 10300 Jones Rd., Rm. 229
 Houston, TX 77065
 Phone: 281-897-4189
 Fax: 281-517-2106
 Email: annette.escobar@cfisd.net
[Apply Online](#)
Category: 09-10 Paraprofessional

DEADLINE TO APPLY: Applications taken year round