



VACTE Career Technical Education Attendance Secretary Position Description

Position Title:	Attendance Secretary
Term of Employment:	20 Hours per week for Estimated 40 weeks
Starting Hourly Range:	\$19 to \$21/Hour

Summary:

The VACTE Attendance Secretary reports to the Superintendent, provides a high level of support through a wide variety of duties. This position will be responsible for the collection and entry of student enrollment data and filing, maintaining of attendance and records for students, registration for students in college classes, and related AZED's and CTE Data Portal data entry and reporting.

The ideal candidate enjoys the challenge of a fast-paced environment and bringing order and good humor to the many moving parts. A positive, flexible, and adaptive work style and organizational skills are critical—particularly where VACTE works with 5 Unified School Districts and 1 Community Colleges. This is a part-time hourly position that is scheduled Monday through Thursday with occasional evenings as needed.

Essential Duties and Responsibilities:

The list of essential functions is not exhaustive and may be supplemented.

- Register Central Campus Students and maintain Student records
- Register VACTE Central Campus Dual and Concurrent Enrollment College Students
- Implements a student data collection plan to track and report program district-wide data on AZED's and CTE Data Portal which includes but not limited to: Fall/Spring Enrollment, Student Certifications including Industry Credentials, Placement Surveys, and ADM15 Reconciliation of Central/Satellite enrollment
- Independently researches, creates, maintains, and processes a wide variety of complex materials, such as reports, spreadsheets, correspondence, etc.
- Develops, implements, and manages PowerSchool Data integration with the CTED registration system and the current SIS (PowerSchool)
- Works with school partners to ensure the student registration meets the needs of SIS database
- Coordinates the completion and preparation of attendance reporting for all CTED programs
- Collect mid-term and semester grades from VACTE ran programs VACTE YC concurrent enrolment programs and satellites CTE programs for student data collection and to report to member districts including credits and grades
- Assist in monitoring student communication including rules, enrollment, drops, etc.

- Ensures state compliance with student enrollment data reporting
- Attend Community College Advisory Meetings when needed
- Assist with setting up and proctoring Central Program Students' Technical Skill Assessment (TSA) Testing
- Assist with accounting reconciliation of VACTE financial account for segregation of duties
- All other duties as assigned.

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.

Minimum Qualifications/Education and/or Experience:

- Experience in a related field
- Experience with gathering, analyzing, and reporting data
- Proficient and highly skilled with data collection software, and other relevant computer software applications such as; Microsoft Office, Google Apps, etc.
- Ability to communicate and work effectively with parents, students, school districts, community, Arizona Department of Education, and other state agencies as needed
- Highly organized, ability to prioritize workload, and complete tasks in a timely and efficient manner
- Self-motivated, problem-solving skills, and detail oriented
- Demonstrated communication and interpersonal skills with the ability to work independently, or with a team, and exercise sound judgment
- Customer focused, and models exemplary customer service in all facets of the job between all partner school districts and community colleges
- Must be Arizona Licensed and insured driver with reliable transportation to occasionally travel to area high school and community college campuses and have current fingerprint background check

Application Process:

Visit www.vacte.org and click on the Job Opening link and fill out the classified application. Submit a signed cover letter, resume, three recent (within five years) signed professional reference letters and a copy of current certificate(s) via mail, email, or hand deliver to Shawwna Patton at the VATE CTED District Office located at 3405 E. State Rte. 89A Bldg. B, Cottonwood, AZ 86326 or emailed to spatton@vacte.com. ***Open until filled.***