



*Catholic College Preparatory
School for Young Women*

Position Description

Mercy High School Farmington Hills has need for a part-time **Attendance Officer** for the 2019-2020 school year. The selected candidate must be able to work Tuesday and Thursday, 7:45 a.m. - 4:00 p.m.

Primary Functions/ Duties:

- Coordinate daily student attendance for school of 700+ students
- Maintain individual student records in computer database
- Maintain student health record files
- Coordinate all communications with both parents and staff regarding student absences
- Supervise sick room area for students as needed
- Complete/submit health and immunization data to both county and state as required by law

Desired Qualifications:

- Prior related work experience
- High degree of computer literacy and proficiency with Google Platform and Microsoft Word & Excel
- Experience with PowerSchool preferred
- Experience with use of both HP and Apple devices
- Strong organizational skills and attention to detail and accuracy
- Excellent verbal and written communication skills; ability to interact effectively with students, parents, and staff
- High standards of professionalism, problem solving, and confidentiality
- Flexible and able to multi-task
- Knowledge of basic first aid procedures

Interested candidates are requested to send a letter of interest, resume, and proof of credentials **by June 7** to Dean of Student Affairs, Eleasha Tarplin at edtarplin@mhsmi.org

WOMEN WHO MAKE A DIFFERENCE

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