

NOTICE OF VACANCY
EDUSTAFF POSITION PLACED AT HOLLY HIGH SCHOOL
July 31, 2025

Building Attendance Secretary

Holly High School

Proposed Start Date: August 2025

To become an active applicant, a candidate must apply online at: [EduStaff](#)

Job Summary: Holly High School is seeking a reliable Attendance Secretary via Edustaff placement

Job Placement: 8:00 AM–4:00 PM

Position Summary: Our Attendance Secretary plays a critical role in supporting student success by ensuring accurate and timely attendance records. This position helps maintain strong communication between school and home while supporting school-wide systems that promote accountability and student well-being.

Qualifications:

- A customer first attitude.
- Excellent attendance records and consistent punctuality.
- Demonstrate excellent interpersonal skills with both adults and children.
- Ability to work well with others in a fast-paced environment, establish priorities, resolve problems, and multi-task.
- Possess excellent organizational skills and be detail oriented.
- Flexible in an ever-changing environment, remain calm and level headed under crisis conditions.
- Able to communicate clearly and concisely, both orally and in writing.
- Commitment to maintain confidentiality specific to all students/school related matters.
- Ability to operate general office equipment to include but not limited to: laminator, copier, fax, binding machine, printer, etc.
- Strong computer skills to include proficiency in Google Drive and database software.
- Data entry skills.
- High school diploma required; experience preferred.

Responsibilities:

- Input daily attendance and substitute teacher records
- Scan and input doctor notes and parent call-in absences
- Track tardies and process detentions using the Tardy
- Maintain Truancy Tracker and generate weekly attendance letters
- Submit weekly health reports to Oakland County
- Verify eligibility for field trips
- Assist with registration, schedule pick-up, graduation, and other school events
- Perform other duties as assigned

Reports to: Building Principal

Salary: Starting at \$14.65 per hour