

## **Eunice Public Schools Job Description**

**Position:** ITV COORDINATOR/ATTENDANCE SECRETARY

**Supervisor:** Eunice High School Principal

### **ITV Duties:**

Assisting students in filling out enrollment forms for ITV classes.

Assisting the counselor and NMJC with pre-testing of math and English students.

Coordinating with NMJC bookstore and the EHS Administration office to ensure each student will have required books for the class.

Coordinating with NMJC, the school counselor, and CDR Services in scheduling the classes.

Working with CDR Services in reporting and assisting with technical problems to ensure students receive equal educational opportunities as on campus students.

Working with individual professors to have copies of syllabi, tests, handouts, worksheets, and other materials for students.

Proctoring tests for each class.

Ensuring student discipline within the classroom.

Monitor student progress and inform counselor if a student seems to be having difficulty.

Obtain grades from the professors for each grading period and enter them into the Districts Demographic Software.

Print and provide students with progress reports in a timely manner.

Send student tests and assignments to each professor.

Receive student tests and assignments to each professor.

Ensure the integrity of the ITV program.

Attend any meetings called for problem solving or planning.

**Attendance Secretary Duties:**

Run daily attendance reports, posting one in teacher's lounge and giving a copy to principal and office secretary for filing.

Enter corrections or additions to daily reports.

Entering notations of student checkouts and documentation of absences.

Entering all daily attendance when some or all computers are down and for classes who have substitutes.

Compile and verify a report of students who have not submitted documentation or checked out for absences.

Perform individual changes to student attendance from absent to unexcused absence of those who have not provided proper documentation for absences or have not checked out.

Assist the counselor and office secretary with minor tasks when classes are not running.