



# Cretin-Derham Hall

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Co-sponsored by the Sisters of St. Joseph of Carondelet and the Brothers of the Christian Schools

Cretin-Derham Hall is a Catholic co-educational high school serving 900+ students in grades nine through twelve, located on a large campus in the residential neighborhood of Highland Park in St. Paul. Co-sponsored by the Brothers of the Christian Schools and the Sisters of St. Joseph of Carondelet, Cretin-Derham Hall is committed to Christian values and academic excellence. We educate young men and women of diverse abilities, cultures, and socioeconomic backgrounds for opportunities in post-secondary education. We are committed to the values of Catholic, Academic, Leadership, Community, Service, Diversity, and Equity.

## **Attendance Clerk**

The Attendance Clerk is responsible for overseeing the student attendance process, providing support to the Assistant Principal and Dean of Students, greeting visitors and maintaining security. This position serves as the initial point of contact for students and visitors and must present a knowledgeable and friendly demeanor.

### **Essential Functions:**

- Manage a multi-line telephone system - respond to and direct calls, take and relay messages
- Greet visitors
- Manage the student attendance system:
  - Follow established process to record all excused and unexcused absences and tardies
  - Monitor excessive absences
  - Document illnesses and appointments
  - Record travel permits and planned absence of more than one day
  - Record State Tournament game attendance
  - Monitor and record students visiting the guidance office
  - Create attendance reports for CDH administration
- Supervise students attending Saturday detention
- Complete the substitute teacher attendance form
- Provide administrative support to the Dean of Students and Assistant Principal in matters related to student attendance

### **Required Knowledge, Skills and Abilities:**

- Excellent interpersonal, time management and organizational skills
- Strong attention to detail with the ability to handle multiple tasks simultaneously
- Commitment to providing exceptional customer service
- Ability to work with highly confidential information
- Proficiency in Microsoft Office, Mac OS, Google Workspace, and position-specific database programs
- Excellent verbal and written communication skills
- Ability to effectively and tactfully communicate with various constituencies including students, faculty, staff, families, alumni and vendors

### **Education and Experience:**

- High school diploma or GED required; Associates degree preferred
- 2 years of relevant professional experience preferred

This is a full-time, academic year (180 days), benefit eligible, non-exempt position working on-site.  
Hourly rate of pay \$22-24, depending on qualifications.

### **Application deadline – August 2, 2022**

To apply, please send resume and cover letter to Regan McCormack, Human Resources Manager, at [rmccormack@c-dh.org](mailto:rmccormack@c-dh.org).

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Catholic      Academic      Service      Leadership      Community      Equity      Diversity

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