

Description of Position:	Attendance Secretary
Location:	HMMS
Requirement of Position:	<p>High School Diploma or Equivalent;</p> <p>Proficiency or the ability to quickly learn school-specific database software (Skyward) to track, log, and report student absences.</p> <p>Mastery of standard office equipment (multiline phones, copiers, scanners) and software suites like Microsoft Office or Google Workspace.</p> <p>Communicate professionally and empathetically with parents, students, staff, and truancy officers. Ability to handle sensitive or stressful situations calmly, strictest adherence to the Family Educational Rights and Privacy Act (FERPA) regulations regarding student records and personal information.</p>
Date Available:	July 20, 2026
Application Deadline:	Jul 1, 2026
Return application to:	<p>Eddie Graham, Director of Health & Human Resources</p> <p>P.O. Box 10 Maynardville, TN 37807</p>
Phone/E-Mail Information:	<p>Phone: 865-992-5466 Fax: 865-992-9488</p> <p>Email: grahame@ucps.org</p>

Union County Public Schools
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