

ATTENDANCE CLERK

DEFINITION

Under general supervision, the Attendance Clerk performs clerical work of above average difficulty in compiling and maintaining attendance records; monitors student attendance; perform clerical functions and completes other work as required

Individuals in this assignment must possess a broad understanding of school activities, have knowledge and understanding of policies and procedures used in school districts and be able to apply such knowledge to the performance of their assigned duties. They must be self-motivated and able to clearly relate information to staff, students and the community served, demonstrating their ability to develop and maintain exceptional customer service.

ESSENTIAL FUNCTIONS

- Provide service and support in areas such as enrollment, attendance, registration, student records, personnel functions and data processing
- Issue admittance, tardy slips, and student passes
- Monitor absences brought in by students and investigate discrepancies
- Maintain files for student attendance (e.g., unexcused tardies and truant arrivals, check-out logs of students leaving during the day, student attendance files, parent phone call log books)
- Maintain a day-to-day student attendance record and accounting of the school's enrollment
- Insure the accuracy of all attendance records, including the verification of absences, forgeries and truanies in compliance with state laws governing attendance accounting
- Prepare accurate absence reports, ADA reports, and reports related to School Attendance Review Board (SARB) referrals, the intervention process, and routine correspondence relative to attendance and data processing
- Utilize Student Information Systems on a regular basis
- Perform clerical work involving the analysis of a variety of source materials
- Serve as the on-site resource for attendance policies, procedures and familiarity with applicable laws, demonstrating knowledge and expertise in this area
- Refer matters requiring administrative decisions to the immediate supervisor
- Compose routine correspondence relative to attendance
- Perform daily attendance work and coordinate work of clerical and student assistants
- Prepare information for data processing and check the resulting materials.
- Compile and complete the monthly average daily attendance report; reconcile and make necessary corrections to the report within required timelines
- Insure the accuracy of all attendance records, including the verification of absences, forgeries and truanies in compliance with State laws governing attendance accounting
- Prepare other specialized reports connected with the attendance accounting function
- Perform clerical work related to health office
- Provide first aid to students
- Contact parents regarding student illness or injury
- Properly enroll/register, withdrawal and check students out of school (Secondary positions complete this function in collaboration with employee designated for student enrollment.)
- Insure that all attendance records are accurate for audit by outside governmental personnel (Secondary positions complete this function in collaboration with employee designated for student enrollment.)

- Communicate with parents to promote a cohesive and ongoing partnership between home and school and remove language and cultural barriers
- Conduct home visits, as necessary, with administration or staff
- Improve home to school communication by providing information regarding school policies and programs and/or providing referrals
- Participate in various meetings, as required (e.g. parent/teacher meetings, Attendance Clerk meetings, district meetings)
- Perform record keeping and clerical functions (e.g. scheduling, copying, faxing, key boarding, schedule meetings/appointments, proofreading, filing)
- Respond to inquiries from callers and visitors
- Prepare written materials (e.g. notes, memos, letters, newsletters, handouts, contact records, etc.)
- Maintain manual and electronic documents, files and records
- Refer students and their families to outside agencies (e.g. state agencies, medical professionals, counselors, foundations, charities, etc.)
- Work effectively with students and staff utilizing and promoting the 40 Developmental Assets
- Set priorities, meet deadlines, evaluate outcomes, and adjust activities to get results
- Compile student/family information for a variety of uses (e.g. state reporting, outside agency use, etc.)
- Support and implement the District's Strategic Plan
- Follow written and oral direction
- Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of work
- Participate in District in-service training as required
- Perform related duties as assigned

ADDITIONAL ATTENDANCE CLERK RESPONSIBILITIES FOR MAGNET SCHOOLS/ADA WITH LESS THAN 250 STUDENTS

- Assist in the health assessment of sick and injured students, administer direct services (example: taking temperature), administer/record all required student medications according to physician's written directions, and work collaboratively with Health Services
- Assist Office Manager with all administrative functions of the office as needed
- Supervise students in the locker room(s) and common areas, before, during or after school
- Identify and collaborate with community leaders, organizations and agencies
- Participate in community events that enhance the school/community connection
- Organize and conduct community meetings, including parent meetings
- Engage regularly in public speaking, including group and community presentations or activities and translation at site meetings
- Inform staff through regular meetings regarding community trends, needs of students and services
- Work additional hours for translations and/or community events, as planned

QUALIFICATIONS

Knowledge of:

- Student Information Systems
- Modern office methods, procedures and equipment, including Microsoft programs and the preparation correspondence
- Correct English usage, spelling, grammar and arithmetic
- Necessary State laws, district policies, procedures, and other regulations governing student attendance and programming
- Planning, organization and direction of school programs and other related activities
- District policies, regulations and operations, including applicable Education Code provisions
- School rules and procedures
- Normal school routines and practices
- Community resources and the District's education program
- Spanish speaking preferred
- The 40 Developmental Assets

Ability to:

- Participate and comply with the District's basic requirements in the DMV Employer Pull Program - Authorization for Release of Driver Record Information
- Pass pre-employment physical
- Perform clerical work of above average difficulty involving independent judgment and requiring accuracy and speed
- Develop clear and comprehensive reports
- Understand, follow, interpret, and explain District, state and federal rules, policies, regulations and laws; use good judgment in the application of District and school policies
- Understand and carry out oral and written/typed/email directions
- Establish and maintain cooperative relationships with those contacted during the course of work
- Type at the rate of 40 words per minute from clear, legible copy
- Adapt to changing work priorities, remaining flexible and focused during interruptions and distractions
- Maintain physical, mental and emotional stamina necessary to perform the essential functions and responsibilities of the position
- Work effectively and efficiently both independently and as a member of a team to contribute to a positive work environment
- Communicate and relate effectively with diverse staff, students, and community members including varying economic and education levels; demonstrate strong interpersonal skills
- Make arithmetical calculations with speed and accuracy
- Maintain consistent, punctual and regular attendance
- Demonstrate tact, diplomacy and good judgment
- Meet demanding timelines and schedules
- Work effectively as a member of a team

EDUCATION

- High School Diploma or General Education Diploma (GED) required
- Training or coursework in typing, office management, data storage and retrieval systems, office methods and procedures, or other related areas preferred

- AA degree or higher preferred

EXPERIENCE

- Two years of increasingly responsible clerical experience, including public contact
- Experience in a public school setting or directly working with students desirable
- Bilingual (Spanish) preferred

EXPERIENCE: MAGNET SCHOOL ONLY

- Two years of responsible and successful experience in community relations, social service or youth-related employment desirable

REQUIRED LICENSES AND/OR CERTIFICATES

- Typing speed certificate not less than forty (40) corrected words per minute (online certificates or certificates older than one (1) year are not accepted)
- Possession of a valid and appropriate California driver's license; have minimum required insurance coverage as mandated by the state of California for operation of a vehicle
- MAGNET SCHOOL ONLY: Must obtain AED/CPR and First Aid certification(s) issued by the American Red Cross and/or American Heart Association within six (6) months of employment

WORKING CONDITIONS

Environment:

- Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat
- Office environment: constant interruptions
- Outdoor environment: drive a personal vehicle to conduct work; visit school sites; travel to other organizations and companies; meetings and workshops

Physical Abilities:

- Pre-employment physical
- Hearing and speaking to conduct group training, exchange information in person electronically and on the telephone.
- Ability to read printed matter and computer screens.
- Ability to understand speech at normal levels.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Kneeling, bending at the waist, and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies.
- Ability to lift and carry 30 pounds.
- Ability to climb stairs, walk, and sit for extended periods of time.
- Ability to climb a ladder for purposes of inspection when necessary.

EQUAL OPPORTUNITY EMPLOYER

Revised 04/08/13

Board Approved: 04/16/13