

East Side Union High School District

Job Title: Attendance Clerk

Description of basic functions and responsibilities:

To compile, post, update, and maintain attendance records and related reports. To contact students, parents, counselors, and teachers regarding attendance related matters. Employees in the classification receive general supervision within a framework of standard policies and procedures. Employees in this classification may oversee and supervise students assisting in the attendance office. This job class requires the ability to create a friendly, helpful environment while routinely interfacing with large numbers of students on a daily basis and skill to accurately record and compile adapt pertaining to student attendance.

Supervisor: School Administrator

Typical Duties:

Performs daily record keeping activities required to maintain accurate school attendance records, posting absences to a variety of cards, forms, and data files according to prescribed district procedures.

Receives students in attendance office; prepares and issues admit slips to class, permits to leave school early, hall passes and tardy slips.

Greets and contacts students and parents explaining established procedures, answering questions, providing information and general assistance related to student attendance activities and issuing a variety of required forms.

Contacts parents to verify absences.

Receives and confirms student attendance information by phone from parents, guardians, and staff noting necessary data to incorporate into attendance record keeping system; monitors students readmitted to school to make certain written excuses are received.

Receives, reviews, and verifies a variety of forms and records for accuracy, completeness, and conformance to applicable rules, regulations and procedures.

Complies statistical information related to student attendance; prepares, prints, and distributes attendance reports and lists to teachers and administrators.

Updates computerized data files and records on a regular basis deleting and adding student information and notifying appropriate staff of variances in attendance patterns.

Files forms and correspondence; maintains confidentiality of student/operational records as assigned.

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Types various letters, memos, lists, and forms associated with attendance and/or school office functions.

Confers and consults with students, parents, staff, judicial agents, social services, and other appropriate parties regarding student attendance records, problems, etc.

Answers telephone, takes messages and/or refers callers to appropriate resources.

Performs/assists with a variety of clerical support tasks such as collecting student fees, operating intercom message equipment, requisitioning supplies, distributing mail, etc., as required.

Trains and directs the work of student assistants assigned to the attendance office.

May administer basic first aid in accordance with established district policies.

Performs related duties as required.

Employment Standards

Knowledge of proper office practices and methods.

Knowledge of proper English usage, grammar, spelling, and punctuation.

Ability to communicate effectively in both oral and written forms.

Ability to learn and apply state and district laws, rules, and regulations pertaining to school attendance accounting, and record keeping requirements.

Ability to learn and effectively apply attendance accounting methods, techniques procedures and policies.

Ability to maintain record keeping systems and data files in a timely manner.

Ability to perform accurate mathematical calculations using basic addition, subtraction, multiplication, and division.

Ability to type accurate at a rate of 45 words per minute from clear copy.

Ability to operate standard office equipment including typewriter, computer terminal, printer, calculator, copy machine, etc.

Ability to establish a cheerful rapport with teenagers and create a friendly atmosphere for students and visitors.

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

May require valid first aid certificate.