

# East Side Union High School District

## **Job Title: Attendance Secretary**

### **Description of basic functions and responsibilities:**

To provide secretarial support to an associate principal; to assist in coordinating and overseeing the day-to-day operations of the attendance office; to direct and participate in the maintenance of student attendance records and reports; and to act as a liaison between students, parents, staff, and appropriate agencies regarding student attendance. Employees in this class receive limited supervision within a framework of standard policies and procedures. Employees in this class may train, direct, and oversee the work of subordinates in a lead capacity. This job class exercises responsibility for directing and participating in the accurate and timely compilation and preparation of attendance accounting information, data, and reports. This job classification is responsible for coordinating the prioritizing the work flow in the attendance office and functions at a lead level of responsibility.

**Supervisor:** Associate Principal

### **Typical Duties:**

Performs a variety of responsible secretarial/clerical activities related to the functions of the attendance office and assigned administrator.

Types a variety of material such as memos, letters, forms, reports related to assigned unit.

Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures.

Interviews office visitors and telephone callers and either answers questions, resolves complaints, provides desired information as required or refers to appropriate person.

Maintains master calendar of scheduled events and use of school facilities.

Orders, stores, and issues supplies and materials pertinent to the functions of the attendance office.

May transcribe dictation from shorthand notes or tape machine equipment.

Coordinates and prioritizes the internal activities and operations of a school attendance office.

Trains, assigns, reviews, and oversees the work of subordinates in a lead capacity.

Directs and participates in daily attendance accounting work required to keep accurate school attendance records.

## East Side Union High School District

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

Prepares and prints school attendance reports and lists for distribution to teachers and other staff members.

Updates registration lists, attendance forms, attendance cards, etc. for changes in enrollment.

Contacts parents to verify student absences.

Complies and computes data and prepares a variety of records, reports, and other correspondence related to student attendance matters and reporting.

Trains and directs the work of attendance clerks and student aides working in the attendance office.

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

Performs related duties as required.

Maintains a copy of master schedule.

### **Employment Standards**

Knowledge of proper office methods, techniques and practices including filing systems, receptionist, and telephone techniques.

Knowledge of state and district procedures, rules, and regulations pertaining to school attendance accounting and record keeping requirements.

Knowledge of basic record keeping methods and techniques.

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

Ability to train, direct, and prioritize the work of others.

Ability to analyze situations accurately and adopt effective courses of action.

Ability to communicate effectively in both oral and written forms.

Ability to maintain record keeping systems and data files.

Ability to compile data and prepare attendance reports and correspondence in the absence of direct supervision.

Ability to type accurately at a rate of 50 words per minute.

## East Side Union High School District

Ability to operate standard office equipment including computer terminal, calculator, typewriter, transcription equipment, etc.

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

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

Ability to obtain a valid first aid certificate as designated by the district.