

HIGH SCHOOL ATTENDANCE CLERK

DEFINITION

Under general supervision, to perform complex and responsible duties pertaining to pupil enrollment and an automated school site attendance record management system; to maintain attendance records and prepare attendance reports; and to provide information and assistance to students, staff, parents, and the public.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs specialized and technical clerical work involving the maintenance and reports of student attendance.
2. Organizes, maintains, and supervises high school attendance accounting.
3. Collects, compiles, computes, and verifies student attendance.
4. Maintains computerized records of student absences.
5. Prepares and balances monthly attendance report in accordance with State regulations.
6. Initiates and receives a heavy volume of telephone calls with parents and guardians to verify student absences.
7. Prepares referrals and reports specialized absence problems to administration.
8. Generates truant letters to parents.
9. Maintains records on Independent Study contracts and calculates attendance data.
10. Prepares reports for administration on absenteeism, truanancies and tardies.
11. Supervises student aides.
12. Issues and maintains records of locker assignments.
13. Assists injured or sick students, contacting parents or emergency assistance when necessary.
14. With appropriate authorization, administers medication to students.
15. Provides services such as delivery of messages or items from parents to students.
16. Processes and verifies student absence information from parents and teachers.
17. Greets visitors, parents and students in person and over the telephone, providing assistance and information.
18. Provides leadership and serves as resource to clerical support staff.
19. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Modern office practices and procedures including receptionist and telephone techniques; correspondence and report writing; standard office machines including computers and supporting software applications; methods and techniques of public relations; record-keeping techniques; automated record management, storage and retrieval systems; correct English usage, spelling, grammar and punctuation.

Ability to:

Perform responsible and specialized clerical tasks utilizing independent judgment; complete a variety of tasks with speed and accuracy while handling frequent interruptions; operate standard office equipment including personal computer, typewriter and calculator; organize and compile accurate reports; communicate with tact and diplomacy; type or enter data at a speed necessary for successful job performance; maintain confidentiality of work performed; have an understanding and appreciation of human diversity; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade; and two years of responsible clerical experience involving detailed record-keeping and the use of computers. One year experience as a School Clerk II or higher for Capistrano Unified School District will be considered qualifying.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.