

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	ATTENDANCE CLERK
Job Family:	Clerical/Secretarial Support
Reports to:	Principal or Designee
Salary Level:	Range 23
Calendar:	Classified 10 Month

SUMMARY:

Under the direction of the Principal, perform a variety of clerical duties related to student attendance accounting and record-keeping activities at an assigned school site; contact parents and guardians to report and verify excused and unexcused absences; operate a computer and assigned software to input and update attendance information; greet and assist visitors, students, parents, staff and others.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform a variety of clerical duties related to student attendance accounting and record-keeping activities at an assigned school site; provide accurate reporting for daily attendance activities and update attendance data for required ADA reporting.
- Verify excused and unexcused absences; process and verify student absence information from parents, teachers and others; issue admittance forms to students who are late or returning after an absence; issue off-campus passes according to established guidelines.
- Input and update attendance, provide information to appropriate staff when the enrollment/attendance of a student requires updating; establish and maintain automated student records; generate a variety of computerized lists, schedules and reports related to student attendance data and student schedules; handle confidential and sensitive issues regarding student attendance and student discipline.
- Initiate and receive telephone calls; screen and route calls as directed; take and relay messages; respond to inquiries and provide student attendance and other information to personnel, parents and outside agencies.
- Greet and assist students, staff and visitors in the attendance office; take and relay messages to and from parents and students; explain policies and State regulations regarding school attendance and enrollment as appropriate.
- Perform a variety of clerical duties such as typing and distributing correspondence, lists, bulletins and notices as assigned.
- Provide Health Office coverage as assigned; provide basic first aid; maintain related logs for ill or injured students; administer medication in accordance with established policies and procedures.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Prepare and maintain a variety of records, logs and files related to student attendance and other assigned activities.
- Train and provide work direction to student workers.
- Refer student attendance issues to appropriate personnel according to established procedures; assist in identifying and resolving student attendance problems.

Other Duties:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year general clerical experience involving public contact.

Knowledge of:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operation of a computer and assigned software.

Ability to:

- Perform a variety of clerical duties related to student attendance accounting and record-keeping activities at an assigned school site.
- Contact parents and guardians to report and verify excused and unexcused absences.
- Operate a computer and assigned software to input and update attendance information
- Learn methods, procedures, policies and terminology used in accounting for student attendance.
- Learn, interpret, apply and explain applicable laws, codes, rules and regulations.
- Answer telephones and greet the public courteously.
- Type and input data at an acceptable rate of speed.
- Establish and maintain effective working relationships with others.
- Operate a variety of office equipment.
- Meet schedules and time lines.
- Maintain a variety of records, logs and files.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Complete work with many interruptions.

Desired Qualifications:

- Ability to read and speak in a designated second language.

WORKING CONDITIONS:

Work Environment:

- Indoor environment.
- Constant interruptions.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018