

Santa Maria-Bonita School District ATTENDANCE CLERK

BASIC FUNCTION

Under the direction of an assigned supervisor, perform responsible clerical duties related to student enrollment and attendance accounting and record management at a school site; verify excused and unexcused absences.

REPRESENTATIVE DUTIES

Provide accurate reporting for daily attendance of students~~E~~; process and verify student absence information~~E~~; issue admission slips for students returning to assure accurate absentee reporting~~E~~; perform a variety of clerical duties related to a school site attendance accounting and record management system~~E~~; assist students, staff and visitors at counter~~E~~; take and relay messages to and from parents and students~~E~~; communicate with students and parents regarding attendance and related issues~~E~~; make and receive phone calls and notes regarding student absences~~E~~; collect, compile, verify, compute and prepare site attendance reports according to a predetermined schedule~~E~~; maintain accurate records of student attendance~~E~~; enter attendance and enrollment data and change of status information into computer~~E~~; provide student attendance information to staff and parents as requested~~E~~; establish and maintain individual student records~~E~~; post daily absence, withdrawal and program change information~~E~~; analyze and refer unusual student attendance to appropriate school personnel according to established procedures~~E~~; maintain various specialized alpha, numeric, and subject matter files and records including those containing confidential and sensitive information~~E~~; perform a variety of clerical duties such as typing and distributing correspondence, lists, bulletins, and notices~~E~~; operate a variety of office machines including a computer, typewriter, calculator, copier and thermofax~~E~~; prepare enrollment and attendance input data for entry into a computerized data management, storage, and retrieval system as assigned; assist with enrollment of new students as needed; assist in training student assistants in office practices and procedures; compose correspondence independently for supervisor's editing and review as assigned; initiate Independent Study contracts as assigned; notify the Independent Study teacher to assemble packet; collect, compile, compute and verify data for computer input; prepare State report for Business Office; assist with Food Service activities as required; implement the breakfast and lunch program according to established procedures; prepare and maintain related records and reports; perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures, and equipment;
Recordkeeping techniques;
Correct English usage, grammar, spelling, punctuation, and vocabulary;
Applicable sections of the State Education Code and other applicable laws;
Telephone techniques and etiquette.

Ability to:

Learn methods, procedures, policies and terminology used in accounting for student attendance enrollment;
Type 40 words per minute;
Establish and maintain cooperative working relationships with others;
Operate office machines including a computer and applicable software to enter data, maintain records, and generate reports;
Meet schedules and timelines;
Maintain a variety of records and files;
Communicate effectively with students, staff, parents, and the general public;
Read, interpret and follow rules, regulations, policies, and procedures;
Perform clerical duties such as filing, duplicating, typing and maintaining records with speed and accuracy;
Work effectively with constant interruptions;
Understand and follow oral and written directions.

(continued)

EDUCATION AND EXPERIENCE

Any combination equivalent to: Graduation from High School supplemented by coursework or training in record management procedures and techniques.

WORKING CONDITIONS

Environment:

Office environment.

Physical Abilities:

Dexterity of hands and fingers to operate a variety of office equipment;

Sitting for extended periods of time;

Walking;

Kneeling or crouching, reaching overhead, above shoulders and horizontally and bending at the waist to store and retrieve files;

Hearing and speaking to exchange information;

Seeing to read various materials;

Lifting light objects.

Approved: 02/25/98