

Twin Rivers Unified School District

Position Description

Position: Attendance Clerk		Salary Grade: 110
Board Approved: 12/15/15	Effective: 2/1/16	FLSA: Non-exempt

Summary

Provides accurate monitoring, recording, and communication of student attendance at a secondary school. Provides information for use by others in preparing required attendance reports.

Distinguishing Career Features

The Attendance Clerk is an intermediate level technical/clerical position in the clerical support series. Advancement in the attendance area would require the ability to integrate data at a secondary school to district-wide reports. Advancement opportunities exist to Attendance Data Technician or other site-based clerical positions based on compliance with stated qualifications.

Essential Duties and Responsibilities

- Enters daily attendance and related student data onto a data entry screen for a student database. Edits and revises data, generates information and reports as requested and according to established time lines.
- Receives, verifies, and processes incoming attendance data from teachers, parents, students, administrators, and other student service providers.
- Makes and receives phone calls and notes regarding student absences. Receives and relays messages to students and parents as necessary.
- Refers serious attendance problems according to established procedures. Assists in identifying and resolving problems of students with frequent absenteeism.
- Compiles periodic attendance and excused absence lists and provides assistance and troubleshooting at the school site level for attendance data.
- Issues and verifies student off campus passes. Records and may monitor independent study agreements and other forms of attendance.
- May perform Health Assistant work on an as-needed basis.
- Prepares and maintains a variety of lists, records, and reports regarding student attendance, tardiness, truancy, suspension and discipline. Maintains up-to-date and easy to access cards with student contact information
- Performs other general clerical duties as required that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires record keeping, office organization, and clerical skills. Requires knowledge of and skill using common computer-aided office productivity software and specialized applications for data entry of student information. Requires a basic knowledge of the technical aspects of attendance recording. Requires a basic understanding of applicable District policies and procedures and State Education Codes. Requires sufficient human relations skill to convey policies, procedures, and other technical matters to others, and to exercise patience when dealing with students and parents.

- **Abilities**

Requires the ability to perform the essential functions of the position including clerical and record keeping duties and operation of computer-aided software programs for recording attendance and related information. Requires the ability to maintain and reconcile records and reports consistent with defined requirements. Must be able learn, apply, and interpret District and State policies and Codes that relate to attendance programs. Must be able to interact with students and parents from a wide range of backgrounds, occasionally in confrontational situations. Requires the ability to maintain privacy of student records and information.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various locations on campus. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, keyboard at 40 w.p.m., operate a microcomputer and to operate other standardized office equipment, almost constantly requiring repetitive motions.

- **Education and Experience**

The position requires a High School diploma or equivalent and two years of general clerical or record keeping experience or one year of the same in a school office.

- **Licenses and Certificates**

May require a valid driver's license. CPR and First Aid certificates within a reasonable time frame.

- **Working Conditions**

Work is performed in an office environment with minimal exposure to loss-time accidents. The office supports a high volume of activity and is dominated by interruptions and conversational noise.