

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: ATTENDANCE CLERK

BASIC FUNCTION

Under the direction of an administrator or designee at a secondary school to perform clerical functions pertaining to a pupil enrollment and attendance record management system; to perform a variety of clerical related tasks regarding pupil enrollment and attendance reports; and to do other related work as required. Incumbents in this classification provide students, staff and the public with attendance information through the performance of a wide variety of clerical services which directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Performs specialized clerical activities and functions related to student enrollment and attendance requiring a familiarity with legal mandates, district policies and regulations
- Collects, compiles, computes, verifies pupil attendance reports
- Prepares hourly, daily and monthly summary reports regarding student attendance and enrollment data
- Posts pupil absences; clears and verifies absences by reviewing parental notes and through telephone contacts; checks in late-arriving students and updates automated student system for late-arrivals
- Assists students with short-term independent study agreements; collects signatures by student, parent, grade level coordinator; assists with the collection of work; monitors completed work; enters credit for average daily attendance (ADA)
- Maintains records of student suspensions; maintains records of students enrolled in Home Hospital programs / home school programs
- Coordinates automatic calling system to alert parents of daily absences; follows up with parents
- Assists in the preparation and distribution of correspondence regarding excessive pupil absences
- Performs a variety of enrollment and attendance record management, storage and retrieval functions
- Maintains a variety of manual and electronic documents, files and records to document and/or provide reliable information
- Operates an automated student system to input pupil enrollment and absence data and extracts output reports as required
- Responds to inquiries from a variety of sources including staff, students, parents, and/or other school districts, regarding student enrollment and attendance, which may require research and data abstraction
- Processes documents and materials that may include change of address forms, emergency cards, grade reporting cycles, and quarterly report cards to disseminate information to appropriate parties
- Receives and initiates a variety of telephone and personal contacts with District personnel and parents regarding enrollment and attendance related matters
- Oversees student workers and other clerical employees as required
- Assists in the Health Office as required
- May assist in the preparation of documents and records for archive storage
- May prepare enrollment and attendance related reports which contain sensitive and confidential information

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- May administer routine First Aid and contact appropriate person and agency in event of serious illness or injury
- Performs other duties related to the class as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Operate standard office equipment including use of computer applications, accounting software and calculators
- Apply State and District policies and regulations
- Establish and maintain a variety of complex and sensitive files and records

Knowledge of:

- Modern office practices, methods and procedures
- Appropriate English usage, spelling, grammar, punctuation, and arithmetical concepts
- Standard office machines and equipment, including computer terminals and microcomputers
- Operational procedures and policies, rules, regulations and legal provisions pertaining student enrollment and attendance matters

Ability to:

- Perform clerical work requiring speed and accuracy
- Understand and clearly communicate legal mandates, policies, and regulations pertaining to attendance related matters
- Direct and train assigned student assistants
- Think logically with attention to detail
- Prepare clear and accurate reports
- Understand and carry out oral and written instruction
- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, public, pupils and parents
- Promote team building and a positive work environment
- Adapt easily to work assignment, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Skillfully handle difficult situations using good judgment
- Interact with student and adults in a variety of situations
- Keyboard at an acceptable rate of speed

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time occasionally, and frequently lifting or carrying of objects weighing up to 25 pounds. The work may occasionally involve ascending stairs and ramps and involve sitting for extended periods of time. If someone can do medium work, it is deemed that he or she can

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also do sedentary and light work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

One (1) year related experience general clerical work that includes record maintenance.

Education:

Equivalent to the completion of High School, including coursework in computer applications, office practices and record management

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possess and maintain a valid First Aid Certificate