



Manhattan Beach  
Unified School District

## STUDENT ATTENDANCE CLERK

Department/Division:	Educational Services
Reports To:	Principal
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	June 21, 2013
Date Approved by Personnel Commission:	July 15, 2013
Date Adopted by Board:	March 19, 2014
Salary Range:	Range 17

### MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

#### **DEFINITION**

Under supervision, to perform a variety of clerical work involving data entry duties; and to perform related work as assigned.

#### **EXAMPLE OF DUTIES**

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Answer telephone, take messages, record absence reports and requests for early withdrawal, and answer a variety of questions.
- Verify student absences through computer autodialer.
- Enter attendance data into POWERSCHOOL.
- Oversee collection of and verification of attendance data, and required reports.
- Generate daily student absentee list.
- Prepare student re-admits and off campus passes.
- Train and monitor student workers.
- Register and withdraw students from computer attendance file.
- Perform related work as assigned.

Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Basic computer operation, word processing and record processing.
- Basic office methods and procedures.
- Telephone and public relations techniques.
- Basic mathematics.
- English usage, grammar, punctuation and spelling.

- Record keeping.
- Office machine operation.

**Ability to:**

- Sort, classify and compare information.
- File materials in alphabetical, numerical, and subject order.
- Speak tactfully and courteously with students, staff and public.
- Retain and recall information and relay messages accurately.
- Learn to operate a computer at a basic level.
- Operate office equipment.
- Learn pertinent rules, guidelines, and procedures quickly and apply them without immediate supervision.
- Write legibly.
- Understand and carry out oral and written instructions in English.
- Establish and maintain effective relationships with those contacted in the course of work.

**TRAINING AND EXPERIENCE**

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position.

**PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of abilities, conditions and tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

<b>PHYSICAL DEMANDS</b>	<b>ASSOCIATED TASKS</b>
<b>Vision:</b> (which may be corrected) Read small print	<b>To perform tasks such as to:</b> <i>Oversee production of daily absence list</i>  Read computer screen
<b>Hearing:</b> (which may be corrected) Understand speech over a telephone	<b>To perform tasks such as to:</b> Call parents to verify absences and take messages
<b>Speech:</b> Speak with a level of proficiency and volume to be understood over a telephone  Speak for prolonged periods of time	<b>To perform tasks such as to:</b> Answer phones  Answer phones; serve students
<b>Upper Body Mobility:</b> Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and <b>Upper Body Mobility (continued):</b> elbow  Extend arms to reach upward	<b>To perform tasks such as to:</b> Prepare daily/weekly reports <i>and lists</i> ; enter data in computer; issue re-admit slips  <b>To perform tasks such as to:</b> File reports; serve students over counter  Answer phones
<b>Lower Body Mobility:</b> Sit for prolonged periods of 2 hours	<b>To perform tasks such as to:</b> Answer phones and enter attendance data

<p><b>Environmental Requirements:</b> Constant work interruptions</p> <p>Work cooperatively with others</p> <p>Work inside</p>	<p><b>To perform tasks such as to:</b> Answer phones; respond to students</p> <p>Communicate with parents, students, and staff</p> <p>Perform all duties</p>
<p><b>Mental Requirements:</b> Read, write, understand, interpret, and apply simple information</p> <p>Write/compose at a basic level</p>	<p><b>To perform tasks such as to:</b> Read absence notes</p> <p>Complete reports</p>

**Other Conditions of Continued Employment:**

- Demonstrate fluency and literacy in English
- Comply with rules and regulations of the Classified Service and provisions of labor agreements
- *Participate in employer mandated training and retraining programs*

Revision 6.21.13

Personnel Commission Approved:

Board of Trustees Adopted: