

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Attendance Secretary / JR HS

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform a variety of responsible clerical support activities in the maintenance of JR HS student attendance accounting.

SUPERVISOR: Site Administrator

TYPICAL DUTIES:

1. Performs a variety of clerical activities primarily related to student attendance.
2. Update, correct, and maintain student grades/report cards assuring that they are accurate and current.
3. Contacts teachers/parents by telephone to verify absences and early dismissals to update emergency cards and to obtain other necessary information.
4. Checks, verifies, sorts, tabulates, and files a variety of data and information according to alphabetical, numerical, index, and/or cross-reference files.
5. Maintains and processes information related to assigned operational records by transferring data, calculating totals and subtotals, or compiling summaries.
6. Maintains computerized data files and records relating to student attendance, records entering/withdrawing students, records/updates emergency information.
7. Input, process, print and disperse grade changes, report cards and progress reports.
8. Processes forms, applications, and/or other paperwork for school office and programs.
9. Publishes and distributes daily student absence list.
10. Assists parents, guardians, students and staff in all areas of attendance including tardies, appointments, trancies, transfers, independent student contracts, homework requests, absence verification, and student registration.
11. Registers students into school.
12. Processes and maintains computer attendance files and related matters.
13. Generates monthly and yearly attendance reports and submits to the District Office.
14. Input student data for enrollment, counselor schedules, grades, class counts, transcripts and demographic information.
15. Maintains daily student count by homeroom and grade level.
16. Types prescribed information on forms, cards and records from clearly defined sources.
17. Prepares memos, correspondence, and/or reports from clear draft, handwritten copy, notes, or verbal direction.
18. Answers telephones, takes messages and/or refers callers to appropriate sources/staff.
19. Receives visitors in school office, provides information, or directs to appropriate office/staff.
20. May assign and review the work of student assistants.

21. Supervises students waiting in the school office.
22. Monitors and responds to District communication system.
23. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

1. District policies and procedures affecting student attendance.
2. Modern office methods, procedures and practices.
3. Recordkeeping systems and files.
4. Proper English usage, grammar, punctuation and spelling.

Ability to:

1. Word process accurately at a rate required for successful job performance.
2. Learn the operations, procedures, policies, and requirements of assigned responsibilities.
3. Work with minimal supervision.
4. Operate standard office equipment/machines such as calculator, copy machine, PC.
5. Establish and maintain routine records and reports.
6. Perform routine mathematical calculations.
7. Meet and maintain physical requirements necessary to perform assigned job functions in a safe and effective manner.
8. Communicate effectively in oral and written form.
9. Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

1. High School diploma or equivalent
2. Four (4) years experience in clerical/data entry work
3. TB Test clearance
4. Drug test clearance
5. Criminal Justice Fingerprint clearance
6. First Aid Certificate or completion of District sponsored First Aid training.

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed material;
2. Sufficient hearing to conduct in-person and telephone conversations;
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations;
4. Sufficient dexterity to write, use telephone and office equipment;
5. Sufficient strength to lift, carry, reach and handle objects;
6. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.