

# CENTER JOINT UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Attendance Secretary / High School

## **DESCRIPTION OF BASIC RESPONSIBILITIES**

Provides attendance monitoring and recording at a high school. Provides information for use by others in preparing required attendance reports.

**SUPERVISOR:** Site Administrator

## **Essential Functions:**

1. Performs a variety of clerical activities primarily related to student attendance.
2. Enters attendance and related data into a database. Edits and revises data, generates information and reports, as requested and according to established timelines.
3. Makes and receives phone calls and notes regarding student absences and early dismissals.
4. Receives and relays messages to students, staff and parents as necessary. Issues and verifies student off campus passes.
5. Maintains computerized data files and records relating to student attendance. Prepares and maintains a variety of list, records, and reports regarding student's attendance, SARB, tardiness, truancy and suspensions.
6. Assists parents, guardians, students and staff in areas of attendance including tardiness, truanancies, absence verification and other matters relating to attendance.
7. Refers serious attendance problems according to District procedures. Assist in identifying and resolving problems of students with frequent absenteeism.
8. Records Independent Study and Home and Hospital agreements and related documents as assigned.
9. Processes and maintains computer attendance files and related matters.
10. Interacts with District staff involved in the gathering, recording and reporting monthly and yearly attendance data. Prepares associated internal reports, county reports, ADA/enrollment, and associated state reports.
11. Answers telephones, takes messages, and/or refers callers to appropriate sources/staff.
12. Assists visitors in the attendance office. Provides information or directs to the appropriate office/staff.
13. May assign and review the work of student assistants.
14. Supervises students waiting in school office.
15. Monitors and responds to District communication system.
16. 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/10 Key, 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.
10. Assist ill/injured students and administer basic first aid and medication in accordance with establish District policy, guidelines and District training.

## **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

## **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.