

## Attendance Secretary

### **Purpose Statement**

The job of Attendance Secretary is done for the purpose/s of collecting and maintaining student attendance information at the assigned site; meeting district, state and federal requirements relating to attendance processes including parent notification; preparing and distributing attendance reports and materials; and providing clerical support at school site.

### **Essential Functions**

- Communicates with parents, students, staff, etc. in person, by telephone or letter for the purpose of providing information on a variety of attendance issues and meeting district and state absence notification requirements.
- Ensures accuracy of attendance records, including verification of forgeries and trancies for the purpose of complying with State laws governing attendance accounting.
- Evaluates situations (e.g. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains a variety of attendance records, schedules, and files (manual and computer) (e.g. contact and telephone logs, memos, etc.) for the purpose of documenting and/or providing reliable information.
- Perform detailed student scheduling data entry functions (e.g. multiple period student placement and changes, etc.) for the purpose of tracking student safety, attendance, and data achievement.
- Prepares a variety of reports and written materials (e.g. standardized and special attendance reports, letters to parents, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.
- Processes documents and materials (e.g. withdrawal grades; attendance records, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries from a variety of individuals (e.g. staff, parents, probation officers, other schools, and/or students, etc.) for the purpose of providing information and/or direction as may be required.

### **Other Functions**

- Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; preparing and maintaining accurate records; performing basic bookkeeping and record keeping; adhering to safety practices. Bilingual in English/Spanish preferred.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; office methods and practices; business telephone etiquette.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; meeting deadlines and schedules; adapting to changing work priorities; maintaining confidentiality; displaying patience and a sense of humor; and working as part of a team; working with constant interruptions; adapting to changing work priorities.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** .

### **Required Testing:**

Pre-employment Proficiency Test

### **Continuing Educ. / Training:**

### **Certificates and Licenses**

### **Clearances**

Measles/Rubella Immunity/Vaccination,  
IVP Fingerprint Clearance Card Required,  
Valid form I-9

### **FLSA Status**

Non-Exempt

### **Approval Date**

### **Salary Grade**

18