

Escondido Union High School District Job Description

Job Title: Attendance Support Clerk
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support & Related Classes
FLSA Status: Nonexempt
Salary Level: 20
Approved By: Board of Education
Approved Date: 10/13/15

NATURE OF WORK

Assigns and follows up on student absences to Saturday School, Detention and In-School Suspension for recovery of ADA by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Maintains all records of students assigned to school detention, Saturday School and In-school Suspension (ISI).

Receives Saturday School, Detention and ISI assignment notices from Attendance Office or Assistant Principal's office; reviews student records, assigns dates and times and notifies parents and students.

Receives attendance list from detention; clears absences for those attending, assigns Saturday School for those not attending; notifies parents and students by telephone and by mail.

Receives attendance list from Saturday School, clears absences for those attending, assigns in-school Suspension for those not attending; notifies parents and students and provides list to Campus Security for In-school suspension.

Receives attendance list from In-School Suspension, clears absences for those attending, refers non-attenders to Assistant Principal for further discipline.

Obtains homework assignments for students on extended absences and provides folders to parents.

Enters all data into county Student Information System regarding students assigned to Saturday School, Detention or ISI.

Assists at student attendance windows during peak times.

May assist or relieve other employees in other departments as assigned and when available.

May oversee Student Assistants assigned to Attendance Office.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities for other employees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); a minimum of two years general clerical experience, including data entry; one year of school experience preferred.

KNOWLEDGE OF:

Microsoft computer applications, including Microsoft Word, Excel, GroupWise; modern office practices, procedures, and methods, including the use of standard office machines pertinent to assigned operations; basic arithmetic principles; record-keeping and report preparation techniques; oral and written communication skills; interpersonal skills using tact, patience and courtesy; telephone techniques and etiquette.

ABILITY TO:

Ability to read and comprehend instructions, correspondence, and memos; write correspondence and reports; effectively present information and respond to questions in one-on-one situations to students, parents, administrators, other employees of the district and occasionally with outside agencies such as Probation Department or Child Protective Services; learn specialized software and San Diego County Student Information Systems;

Ability to apply common sense understanding to carry out responsibilities and instructions furnished in written, oral, or schedule form; deal with situations involving several concrete variables in standardized situations; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand; walk; sit; and stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms and climb or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position must be extremely detail-oriented and demonstrate an ability to attend to detail amidst numerous interruptions. Must be flexible and versatile and exhibit an understanding and acceptance of students from troubled and/or diverse backgrounds. Must be willing and able to spend a great deal of time on data entry tasks.

