

Escondido Union High School District Job Description

Job Title: Bilingual Attendance Clerk
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support & Related Classes
FLSA Status: Nonexempt
Salary Level: 22
Approved By: Board of Education
Approved Date: 10/13/15

NATURE OF WORK

Provides assistance to students, parents and other employees in the attendance office and assistant principals' offices by performing the following duties:

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

Assists students at attendance windows to obtain clearance for absences.

Issues re admits and off-campus passes.

Retrieves messages from parents on attendance "hot line", to clear absences, arrange for absences or off-campus appointments.

Provides translation assistance to any office requiring it; particularly in area of attendance and discipline.

May provide translation in IEP meetings, SARB meetings, Expulsion hearings, discipline meetings, parent-teacher conferences, etc.

May make telephone calls to non-English speaking parents on behalf of teachers, other employees or administrators.

Calls non-English speaking parents or parents who were not reached by Attendance Caller, to clear absences.

Provides assistance in calling non-English speaking parents regarding Saturday School, Detention or in-school Suspension assignments.

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

Oversees student assistants assigned to Attendance Office.

Performs other duties as assigned.

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); minimum two years clerical experience including computer usage, one year in school setting 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 in English and Spanish; write simple correspondence in English and Spanish; effectively present information and respond to questions in English and Spanish to students, parents, administrators, other employees and outside agencies such as Police Department, Probation Department, etc.; fluently speak and understand Spanish and English and translate for those who do not speak both languages; apply common sense understanding to carry out instructions furnished in written, oral, or schedule form; deal with problems 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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 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 regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position must be flexible and able to work effectively with numerous interruptions. Must have a genuine liking for adolescents, and maintain a firm but caring and non-judgmental attitude toward students of diverse backgrounds and cultures. Must be willing and able to translate between English and Spanish for anyone needing assistance within the school setting.