

VISTA UNIFIED SCHOOL DISTRICT

ATTENDANCE WORKER

DEFINITION

Under supervision, to assist with the student attendance program; to contact parent or guardian to verify student absences; to prepare student absences for supervisor review, and perform follow up activities; and to do other related work as required.

ESSENTIAL DUTIES

- Assist with the student attendance related issues, problems, and concerns.
- Contact parent or guardian to verify student absence, and prepare administrative reports concerning student absence matters.
- Perform follow up contacts with parent or guardian unable to be reached by telephone, and provide information concerning student attendance procedures..
- Establish and maintain a data and informational management, storage, and retrieval system regarding student attendance data.
- Inform parent or guardian of a student Saturday attendance requirement.
- Perform a variety of clerical tasks using related computer equipment and peripherals.
- Prepare student absence reports and lists for distribution to instructional and administrative staff.

QUALIFICATIONS

Knowledge of:

Methods, procedures, and strategies pertaining to a student attendance program;
Policies, regulations, and guidelines pertaining to student attendance, and other related matters;
Telephone procedures, techniques and etiquette in possible negative telephone situations;
Modern office practices and procedures, and the use of computer terminals and data entry equipment.

Ability to:

Effectively perform varied clerical functions in the student attendance program;
Learn methods, regulations, and guidelines regarding student attendance verification;
Communicate effectively in oral and written form, and in a second language as required by the assignment;
Understand and carry out oral and written directions;
Establish and maintain effective organizational and community relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

Vista Unified School District

ATTENDANCE WORKER - Page 2

- This type of work involves sitting a portion of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, and possessing the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Six months of experience performing telephone public contact services, or in a related capacity.

Education:

Equivalent to the completion of twelfth grade.