

## VISTA UNIFIED SCHOOL DISTRICT

### CLASS TITLE: ATTENDANCE/SECRETARY

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, provide attendance, clerical and secretarial support for to an elementary, middle or high school involving frequent and responsible contact with students, staff and general public.

#### REPRESENTATIVE DUTIES: Essential duties "E"

Prepare and maintain accurate student attendance records including, but not limited to, class lists and schedules, student entry and closing reports, and the master dialing absence list; register new students and process student transfers according to established guidelines and procedures. **E**

Prepare and submit reports for local, State and others for ADA purposes, compiling student attendance data and information; type from verbal instructions, rough draft or compose and prepare correspondence concerning student attendance and records as appropriate. **E**

Compiling and distributing necessary forms to others (i.e. Transportation) regarding behavior support and emergency health records as necessary. **E**

Provide secretarial support for staff at an elementary, middle or high school involving frequent and responsible contact with students, staff and the general public. **E**

Provide secretarial support to the School Secretary. **E**

Greet and assist students, faculty, staff, parents and others; schedule meetings, appointments and conferences as needed. **E**

Initiate and answer phone calls and take messages; provide information and assistance to students, teachers, parents and others regarding assigned office. **E**

Assist students and parents in correct procedures for completion of registration forms and other applications; review completed forms for accuracy and completeness. **E**

Compile and maintain a variety of records and reports relating to assigned office; maintain attendance and registration records as assigned; receive monies and issues receipts as needed. **E**

Maintain appropriate files, forms, cards and records; operate computer terminal to input and update a variety of data; generate a variety of labels, lists, reports, records and rosters as required. **E**

Type, duplicate and distribute a variety of correspondence and documents, including, but not limited to: class lists, purchase requisitions, letters, notices, articles, reports, forms, and lists. **E**

Operate a variety of office machines, including typewriter, calculator, copier, computer terminal and printer. **E**

Assist staff and students in the health office as directed. **E**

Receive, sort, and distribute mail; order, maintain and distribute materials, supplies and equipment as directed. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Record-keeping techniques.

Practices methods, trends, strategies, and techniques pertaining to student attendance programs.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Oral and written communication skills.

Operation of a variety of office machines, including typewriter, calculator, copier, computer terminal and printer.

Applicable sections of State Education Code and other applicable laws.

**ABILITY TO:**

Effectively and efficiently plan, organize, and coordinate student attendance and record management programs.

Compile, analyze, and review comprehensive student attendance related reports.

Provide secretarial support in an assigned school office.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Maintain records and prepare reports.

Complete work with many interruptions.

Type at an acceptable rate of speed from clear copy.

Perform clerical work related to assigned area with speed and accuracy.

Communicate effectively with students, staff and the general public.

Operate a variety of office machines, including typewriter, calculator, copier, computer terminal and printer.

Learn to interpret rules, regulations and policies regarding assigned school office.

Compile and maintain a variety of records and files.

Work independently with little direction.

Make arithmetic computations with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of increasing responsible clerical work. Experience in maintaining student records preferred.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Sitting for extended periods of time.

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

Hearing and speaking to exchange information in person or on the telephone.

Approved: Personnel Commission May 2014