

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ATTENDANCE ASSISTANT

BASIC FUNCTION:

Under the direction of an Assistant Principal, perform a variety of clerical duties related to attendance accounting and record-keeping at a high school; contact parents and guardians to report and verify excused and unexcused absences; operate a computer terminal as needed to enter and update attendance data.

REPRESENTATIVE DUTIES:

Provide accurate reporting for daily attendance of students; process and verify student absence information from parents and teachers; issue various excuses to students for absence from class; issue admission slips for students returning to assure accurate absentee reporting. **E**

Communicate with students and parents regarding attendance and related issues; make and receive phone calls and notes regarding student absences. **E**

Provide student attendance information to staff, parents and authorities as requested; receive phone calls from concerned parents; explain District policies and State regulations regarding school attendance and enrollment as appropriate. **E**

Maintain accurate records of student attendance; enter attendance and enrollment and drop data and change of status information into computer. **E**

Prepare and maintain a variety of records and files regarding student attendance, tardiness, truancy, suspension and discipline; review attendance data and process according to established procedures; prepare and submit reports to local, County, State and other offices. **E**

Assist students, staff and visitors at counter; take and relay messages to and from parents and students; provide information and assistance to school administrators and others concerning school attendance; revise and implement office procedures to assure accurate and timely attendance activities. **E**

Refer serious attendance problems according to established procedures; assist in identifying and resolving problems of student with frequent absenteeism. **E**

Perform a variety of clerical duties such as typing and distributing correspondence, lists, bulletins and notices. **E**

Operate a variety of office machines including a computer terminal, telephone, typewriter and duplicating machines. **E**

Provide work direction to student assistants as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Operation of a computer terminal.

ABILITY TO:

Learn methods, procedures, policies and terminology used in accounting for student attendance enrollment.
Type at an acceptable rate of speed.
Work cooperatively with others.
Establish and maintain effective working relationships with others.
Operate a variety of office machines including a computer terminal, typewriter and duplicating machines.
Meet schedules and time lines.
Maintain a variety of records and files.
Communicate effectively with students, staff, parents and the general public.
Read, interpret, and follow rules, regulations, policies and procedures.
Perform clerical duties such as filing, duplications, typing and maintaining records with speed and accuracy.
Work effectively with constant interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year general clerical experience involving public contact.

WORKING CONDITIONS:

ENVIRONMENT:

High school attendance office environment.
Frequent interruptions.
Extensive contact with students and parents.

PHYSICAL ABILITIES:

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

Seeing to complete a variety of forms and records.

Dexterity of hands and fingers to operate a computer keyboard.

HAZARDS:

Contact with dissatisfied or abusive individuals.