

## VISTA UNIFIED SCHOOL DISTRICT

### CLASS TITLE: ATTENDANCE/RECORDS ASSISTANT

#### BASIC FUNCTION:

Under the direction of the Principal, prepare and maintain accurate student attendance records, preparing and submitting reports for local, County, State and other ADA purposes for an assigned Middle or special school; prepare and maintain permanent records and cumulative folders for middle school students.

#### REPRESENTATIVE DUTIES:

Prepare and maintain accurate student attendance records including the master daily absence list; issue admittance slips; register new students and process student transfers according to established guidelines and procedures. **E**

Prepare and maintain permanent student records and cumulative folders; record test scores, academic grades, honor roll and pertinent health information; maintain current records concerning adds and drops; receive and compose correspondence related to student records. **E**

Prepare and submit reports for local, State and other 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**

Receive and answer inquiries regarding student attendance and permanent records; communicate with students, parents, faculty, administrators and authorities regarding attendance, discipline, truancy, suspension and permanent student records; provide information by telephone or in person concerning attendance and other matters of direct inquiries to appropriate personnel according to established guidelines. **E**

Process student transfers; receive and review transcripts for compliance with District policies; inform counselors of student grades, credits or unusual placement possibilities; forward transcripts to other institutions as appropriate. **E**

Perform a variety of related clerical duties including maintaining files, typing memos, reports and other materials for counselors and administrators. **E**

Maintain adequate supply of attendance and registration materials; order office supplies and other materials as needed and according to established guidelines and procedures. **E**

Review parent's request for independent study contracts; input necessary data; assure completion of proper documentation. **E**

Communicate with students at the counter regarding a variety of actions.

Train and provide work direction to assigned personnel.

Operate a variety of office equipment including typewriter, calculator, adding machines, copy machines, computer terminal and printer.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

District attendance and registration policies, procedures, terminology and accounting methods.

Methods, techniques and terminologies involved in the maintenance of permanent student records.

Basic accounting procedures.

Applicable sections of State Education Code and other applicable laws.

Record-keeping techniques.

Operation of a computer terminal.

Telephone techniques and etiquette.

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

Interpersonal skills using tact, patience and courtesy.

Report writing methods and techniques.

Modern office practices, procedures and equipment.

ABILITY TO:

Prepare and maintain accurate student attendance records, preparing and submitting reports for local, County, State and other ADA purposes.

Prepare and maintain permanent records and cumulative folders for middle school students.

Perform accounting clerical work involving independent judgment and requiring speed and accuracy.

Interpret, apply and explain rules, regulations, policies and procedures.

Type at an acceptable rate of speed.

Establish and maintain cooperative and effective working relationships with others.

Operate a variety of office equipment including typewriter, calculator, adding machines, copy machines, computer terminal and printer.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Work effectively with constant interruptions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical work including one year in maintaining student records.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School office environment.

Constant interruptions.

Extensive public contact.

**PHYSICAL ABILITIES:**

Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.

Seeing to read a variety of records and forms.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Kneeling, crouching and bending at the waist to retrieve and store files.