

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** High School Attendance Secretary

**DEPARTMENT/DIVISION:** Comprehensive High Schools

### **POSITION SUMMARY:**

Under general supervision, the High School Attendance Secretary performs responsible secretarial duties involving compiling and posting daily attendance records and reports; assists students, parents, and staff in matters relating to attendance, and performs related work as required.

### **ESSENTIAL FUNCTIONS:**

1. Conducts effective communication with students, parents/guardians, staff and the public in person, by phone, and electronic mail.
2. Performs daily attendance accounting work required to collect, record and compute accurate daily school attendance (ADA) records; compiles and verifies the data for State and Federal Reports and meets with auditors to review ADA reports.
3. Assists students in attendance office; Prepares and issues admit slips to class; checks with parents to verify absences, reports patterns of attendance problems and recurring absences; reminds students to bring excuses; picks up absence slips.
4. Maintains records, reports and operates standard office machines.
5. Provides support for the SARB Chairman, resource team and resource officer on truancy issues, and prepares documentation for SARB hearings.
6. Checks out students when ill, assigns students to support room when deemed necessary by set criteria.
7. Serves as back-up for receptionist and Principal's Secretary.
8. Prepares documents and reports to meet deadlines, and maintains Saturday School hours data.
9. Assists staff members with on-line attendance tracking (ABI) and uses District student information program (AERIES). Assists parents and caregivers with student computer data program (Parent Link).
10. Monitors student Teacher Assistants.
11. Processes Cal-Works applications.
12. Monitors site radio system and responds to staff as needed.
13. Evaluates injured students, and completes student accident reports as necessary.
14. Provides support for Assistant Principals when monitoring students in the office on discipline issues.
15. Maintains regular and prompt attendance in the workplace.
16. Performs other related duties as assigned.

### **EDUCATION AND EXPERIENCE:**

The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed. Must have a high school diploma or equivalent and one year of experience in a responsible clerical setting. Previous school district work experience is desirable.

### **SKILLS AND QUALIFICATIONS:**

1. Strong communication skills;
2. Strong interpersonal skills.
3. Intermediate to advanced elements of correct English usage, grammar, spelling and vocabulary;
4. Knowledge of office methods and practices including letter and report writing, the operation of standard office technology, receptionist and telephone techniques and filing systems.
5. Ability to maintain cooperative working relationships with those contacted in the course of work.
6. Ability to work on own initiative and organize work so as to meet deadlines.
7. Type at a speed of 55 words per minute from clear copy.
8. Ability to perform responsible clerical work including receptionist and telephone duties, and ability to make independent decisions

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
7. Lift and/or carry up to 25 pounds at waist height for short distances.
8. Bend, squat, stoop and/or climb for extended periods of time.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with school District staff, students, parents, and the public.

**SALARY :** Classified Range 31

Board Approved:	High School Board:	10/24/78
	Elementary Board:	10/24/78
Revised:	High School Board:	6/26/86
Revised:		12/9/08