

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Attendance Specialist

BASIC FUNCTION:

Under general supervision of the assigned site administrator, to perform responsible clerical functions pertaining to a pupil enrollment and attendance record management system at a secondary school site; to perform a variety of functions regarding the verification of student absences, the maintenance of attendance records and the preparation of required attendance reports; and to do other related work as required.

ESSENTIAL DUTIES:

- Performs clerical activities and functions pertaining to a school site attendance record management system.
- Assists students by receiving absence verification documents and re-admits them to class activities.
- Pursues attendance and enrollment functions requiring a working knowledge of enrollment and attendance legal mandates, policies, and regulations.
- Responds to technical enrollment and attendance inquiries which may require research, data review and abstraction.
- Collects, compiles, computes, and verifies student attendance reports; prepares and inputs daily and monthly summary reports regarding student attendance and enrollment data and extracts output reports to verify accuracy and completeness; initiates necessary communications to staff and/or departments related to student absences.
- Posts student absences and clears absences by reviewing parental notes and through telephone contacts.
- Prepares or assists in the preparation and distribution of correspondence regarding excessive student absences.
- Performs a variety of enrollment and attendance record management functions referring only unusual matters to supervisor.
- Participates in the preparation of documents and records for archive storage.
- Prepares or assists in the preparation of enrollment and attendance related reports which contain sensitive and confidential information for use in student absence hearing situations.
- Operates a computer and related software in inputting student enrollment and absence data and extracts output reports as required.
- Investigates, searches, and abstracts information and data, and devises appropriate record and report formats.
- Establishes and maintains data management, storage and retrieval systems.
- Receives and initiates a variety of telephone and personal contacts with District personnel regarding enrollment and attendance related matters.
- Order and print Scantron sheets.
- Assign truant students to detention or Saturday School, document truant mandate reports.
- Input discipline data into student data system.

OTHER REPRESENTATIVE DUTIES:

- Engage in cross training on school functions and demonstrate use of knowledge to support office needs.
- Participates in job-related or District trainings as required.

- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Modern office practices, methods, and procedures;
- Appropriate English usage, spelling, grammar, punctuation, and arithmetical concepts;
- Standard office machines and equipment;
- Enrollment and attendance operations procedures and policies, regulations, and legal provisions.

Ability to:

- Perform responsible clerical work utilizing independent judgment and requiring speed and accuracy;
- Prepare clear, concise, and comprehensive reports;
- Communicate legal mandates, policies, and regulations pertaining to attendance related matters;
- Type at a net corrected speed of 40 words per minute;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

MINIMUM QUALIFICATIONS:

Experience:

Two years of clerical experience, preferably including one year involved with pupil attendance record management systems.

Education:

Equivalent to the completion of the twelfth grade, including coursework or training in business practices, and record management, storage, and retrieval processes.

Personal Qualities:

- Independent worker
- Maturity and good judgement
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Constant interruptions.

Physical Requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.

- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and move items weighing up to 20 pounds, including office supplies and printed materials.
- Ability to climb stairs.

Operation of Vehicles, Machinery and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand, and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student activities
- Ability to learn the procedures functions and limitations of assigned duties