

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Attendance and Reception Assistant, Elementary

DEFINITION:

Under general supervision of the site administrator, to perform a wide variety of clerical functions of average to above average to above average difficulty, including typing and other general office duties; and to do other work as required.

ESSENTIAL DUTIES:

- Perform a variety of clerical tasks, including typing, proofreading, filing, and the recording of data.
- Compile information and prepares reports and summaries.
- Answer the telephone and provides caller with routine information and data.
- Assist the public and office visitors by answering routine inquiries, by providing them with information and data, and by directing them to appropriate offices.
- Maintain a variety of alphabetical, numerical, and subject matter student files and records.
- Perform a variety of data entry and reporting functions using a computer, including student enrollment and absence data in a computerized student information system.
- Prepares and maintains student permanent records, including the recording of attendance information and a variety of confidential information.
- Assist in the processing of student transcripts and records for distribution.
- Requests student records from other school districts.
- Maintain simple financial or statistical records.
- Assists students by receiving absence verification documents and readmits them to class activities.
- Posts pupil absences and clears absences by reviewing parental notes and through telephone contacts.
- Prepares or assists in the preparation and distribution of correspondence regarding excessive pupil absences.

OTHER REPRESENTATIVE DUTIES:

- May compose routine letters and memoranda independently.
- May receive, sort, and distribute mail.
- May provide back-up assistant to other office staff as necessary.
- Participates in job-related training as determined by supervisor.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Modern office methods, procedures, and techniques;
- English usage, spelling, grammar, punctuation, and arithmetical concepts;
- Standard office machines and equipment;
- Record storage, retrieval, and management systems.

Ability to:

- Perform general clerical work of average difficulty with speed and accuracy;
- Make simple arithmetical calculations with speed and accuracy;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

MINIMUM QUALIFICATIONS:

Experience:

One year of experience performing varied general office of clerical functions.

Education:

Equivalent to completion of the twelfth grade, including or supplemented by coursework in typing, record management, and general office practices.

LICENSES AND OTHER REQUIREMENTS

Possess and maintain a valid California Driver's License (Class "C" minimum) and validation of insured.

SPECIAL REQUIREMENTS

Applicants must successfully pass the skill test administered by the District; and, speak, read, and write in English.

Personal Qualities:

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

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Constant interruptions.

Physical Requirements:

- Ability to stand or sit for extended periods of time.
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials.
- Ability to frequently lift or move up to 20 pounds.
- Ability to climb stairs.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

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.