

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Attendance/Student Records Specialist**

**BASIC FUNCTION:**

Under general supervision of an assigned site administrator, perform a variety of clerical activities and functions concerning the establishment and maintenance of automated and manual student records, student course schedules, student enrollment, attendance record maintenance; and other student pertinent information to review; update and distribute student absences; preparation of attendance reports, and do other related work as required.

**ESSENTIAL DUTIES:**

- Organize and maintain school site attendance record management system;
- Assist students by receiving absence verification documents and re-admitting student to class activities;
- Develop and maintain permanent student record files;
- Purge and prepare files and records for microfilming;
- Receive and initiate a variety of telephone and personal contacts with District personnel regarding enrollment, attendance, and student record related matters;
- Proofreading, filing, and recording data;
- Verify daily attendance sheets and prepare absence reports;
- Input data and extract data and reports using computer and related software;
- Compile student record information and prepare reports and summaries;
- Respond to written requests for student data and/or records after receiving requisite authorization;
- Operate computer and related software to maintain master student schedule and enrollment data;
- Maintain student residency information;
- Review cumulative records for accuracy and completeness to insure compliance with State regulations and District policies;
- Prepare routine correspondence;
- Maintain alphabetical/numerical/subject matter files;
- Pursue attendance and enrollment functions requiring a working knowledge of enrollment and attendance legal mandates, policies and regulations;
- Respond to technical enrollment and attendance inquiries which may require research, data review and abstraction;
- Collect, compile, compute, and verify student attendance reports;
- Prepare and input daily and monthly summary reports on student attendance/enrollment;
- Extract/output reports to verify accuracy and completeness;
- Post student absences and clear absences by reviewing parental notes and telephone contacts;
- Prepare or assist in preparing correspondence regarding excessive absences;
- Perform a variety of enrollment and attendance record management functions, referring unusual matters to supervisor;
- Prepare or assist in preparing enrollment and attendance related reports containing sensitive and confidential information for use in student absence hearing situations;
- Record student grades and assist in preparation of grade reports;
- Process student transcripts for distribution;
- Input school's master course schedule and student course requests into student database 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 pertaining to school student record management;
- Appropriate English usage, spelling, grammar, punctuation, and mathematical concepts;
- Standard office machines and equipment;
- Automated record management, storage, and retrieval systems;
- Enrollment and attendance operations procedures and policies, regulations and legal provisions.

**Ability to:**

- Perform clerical work utilizing independent judgment and requiring speed and accuracy;
- Prepare clear, concise and comprehensive reports;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships;
- Communicate legal mandates, policies, and regulations pertaining to attendance related matters.

**MINIMUM QUALIFICATIONS:****Experience:**

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

**Education:**

Equivalent to 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 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 moral standards
- Commitment to professional responsibility
- High intrinsic motivation

**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