

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 ensure 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 the 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;

LICENSES AND OTHER REQUIREMENTS:

Willingness to acquire valid CPR and First Aid certifications issued by an authorized agency.

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 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 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, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance.

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

SPECIAL REQUIREMENTS:

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