

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

CLASS TITLE: ATTENDANCE CLERK

**BASIC FUNCTION:**

Under the direction of a certificated administrator, provide accurate accounting of student enrollment and attendance in accordance with the provisions of the California Education Code; communicate with staff, students and parents concerning student attendance.

**REPRESENTATIVE DUTIES:**

1. Account for daily attendance of all enrolled students by making and receiving calls or notes of student absences by parents and process and verify student absence information from parents and teachers; issue excuses to students to be absent from classes and issue admittance slips allowing students to return to classes; review campus activities to assure proper absentee reporting; communicate with faculty regarding corrections to attendance reports.
2. Code and enter attendance, enrollment, and change of status information into computer after each period; verify absences for each period.
3. Prepare a variety of attendance reports as required; reconcile and adjust attendance reports before submitting them to the District Office.
4. Prepare enrollment reports as required; indicate added and dropped students; maintain accurate records for input to District ADA report.
5. Provide student attendance information to staff, parents and authorities as requested; assure proper communication between faculty and the attendance office to properly account for field trips, athletic events, special programs and other special events.
6. Maintain accurate records of student attendance, posting absences and preparing master absence lists daily; receive absence information from teachers by means of student assistants.
7. Prepare and maintain attendance and discipline reports, records and files; maintain student class schedule files; receive and relay messages to students and parents as necessary; receive phone calls from concerned and irate parents.
8. Assist students, staff and visitors at counter as necessary.
9. Assist in identifying and resolving problems of students with frequent absenteeism; send suspension letters as necessary to parents.
10. Train, supervise, assign and evaluate the work of student aides.
11. Provide clerical assistance to administrator and other staff as required; type correspondence, lists and notices.
12. Refer serious attendance problems according to established procedures.
13. Operate a variety of office machines, including a computer, typewriter, calculator, and duplicating machines.
14. Perform other related duties as assigned.

Attendance Clerk continued

**KNOWLEDGES AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment  
Record-keeping techniques  
Correct English usage, grammar, spelling, punctuation, and vocabulary  
School district attendance policies, procedures, terminology and accounting methods  
Oral and written communication skills  
Applicable sections of State Education Code  
Interpersonal skills using tact, patience and courtesy

**ABILITY TO:**

Work effectively and accurately with many interruptions  
Operate a variety of office machines, including a computer, typewriter, calculator, and duplicating machines  
Effectively communicate with parents and students in all situations  
Learn attendance codes  
Make arithmetic calculations quickly and accurately  
Understand and follow verbal and written directions  
Type at 45 words per minute from clear copy  
Establish and maintain effective working relationships with others  
Analyze situations accurately and adopt an effective course of action  
Meet schedules and timelines  
Plan and organize work  
Train and provide work direction to others  
Maintain records and prepare reports  
Communicate effectively both verbally and in writing

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school including or supplemented by courses in typing, record-keeping and office procedures and three years of clerical experience involving record-keeping, including at least one year of attendance record-keeping in a school setting.

**WORKING CONDITIONS:**

Middle or High School environment; subject to many demands on time; constant interruptions; subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; lift carry, pull, push up to 25 pounds; work at computer for extended periods of time requiring close/distance vision; color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; direct contact with the public, teachers, students, parents, and other district staff; clear speaking and the ability to hear normal voice conversation; exposed to minor contagious illnesses; work with tight deadlines; work in difficult interpersonal situations.

**SALARY RANGE:** 57

ADOPTED BY PERSONNEL COMMISSION: 10/09/02  
APPROVED BY BOARD OF EDUCATION: 10/14/02