

CLASSIFIED – PSE CLERICAL ATTENDANCE SPECIALIST – HIGH SCHOOL

POSITION SUMMARY:

This position receives and posts attendance information. Responsibilities include transcribing attendance recorder messages, answering the telephone, calling students to the attendance office who have unexcused absences, completing and distributing forms, and overseeing the work of student office assistants.

POSITION TITLE: Attendance Specialist**WORK YEAR:** August – June (school year)**SALARY GRADE:** Clerical I**FLSA:** Covered**REPORTS TO:** Assistant Principal**DAYS:** 180 Days, plus 8 paid holidays**ASSOCIATION:** Public School Employees (PSE) Clerical**BENEFITS:** Retirement, Medical, Dental, Vision, Life, LTD**MINIMUM QUALIFICATION REQUIREMENTS****EDUCATION & EXPERIENCE:**

- High school graduation or equivalent.
- Must have passing scores on the District Skill's Test.
- Clerical experience or training desirable

KNOWLEDGE, SKILLS, & ABILITIES:

- General knowledge of clerical procedures.
- Proficient in keyboarding.
- Ability to learn the operation of a variety of office machines.
- Skill in oral communications.
- Ability to maintain accurate records.
- Ability to maintain confidentiality.
- Ability to confront students with unexcused absences.
- Ability to train and oversee the work of student office assistants.
- Ability to establish and maintain effective working relationships with students, parents, and staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Collects forms and excuse notes from the main office, nurse's office, and counseling area; verifies absences on computer list.
- Transcribes attendance recorder messages; logs calls and makes decisions regarding the validity and acceptability of each call. Calls parents concerning questionable items.
- Answers the telephone; receives calls from parents or guardians concerning students who will be absent or tardy. Provides information concerning attendance office procedures.
- Summons students to the office concerning unexcused absences. Speaks with students concerning unexcused absences to determine reason; instructs students to call parents as necessary; sends absence clarification forms to teachers if applicable.
- Completes an absence form for any absence remaining unexcused; pulls forms if absence is cleared in the interim. Compiles a list of forms issued each day; duplicates and distributes forms to teachers' mail boxes. Forwards current and previous unexcused absence forms to assistant principal.
- Programs Phone master System for use by the attendance office; troubleshoots minor equipment problems; calls for service as necessary.
- Oversees work of attendance office student assistants. Trains students in attendance office procedures; assigns and reviews tasks.
- Performs related duties as assigned.
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LICENSES AND SPECIAL REQUIREMENTS

- None

WORKING CONDITIONS

- Office environment; experiences frequent interruptions and required to meet inflexible deadlines. Requires visual concentration on details, dexterity and precision.