

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Secondary Attendance Specialist

BASIC FUNCTION:

Under general supervision of the assigned site administrator, to perform responsible clerical functions pertaining to pupil enrollment and attendance record management system at a secondary school site; to perform a variety of functions regarding the verification of student absences, the maintenance of attendance records and the preparation of required attendance reports.

ESSENTIAL DUTIES:

- Performs clerical activities and functions pertaining to a school site attendance record management system.
- Assists students by receiving absence verification documents and re-admits them to class activities.
- Pursues attendance and enrollment functions requiring a working knowledge of enrollment and attendance legal mandates, policies, and regulations.
- Responds to technical enrollment and attendance inquiries which may require research, data review and abstraction.
- Collects, compiles, computes, and verifies student attendance reports; prepares and inputs daily and monthly summary reports regarding student attendance and enrollment data and extracts output reports to verify accuracy and completeness; initiates necessary communications to staff and/or departments related to student absences.
- Posts student absences and clears absences by reviewing parental notes and through telephone contacts.
- Prepares or assists in the preparation and distribution of correspondence regarding excessive student absences.
- Performs a variety of enrollment and attendance record management functions referring only unusual matters to the supervisor.
- Participates in the preparation of documents and records for archive storage.
- Prepares or assists in the preparation of enrollment and attendance related reports which contain sensitive and confidential information for use in student absence hearing situations.
- Inputs student enrollment and absence data and extracts output reports as required.
- Investigates, searches, and abstracts information and data, and devises appropriate record and report formats.
- Establishes and maintains data management, storage and retrieval systems.
- Receives and initiates a variety of telephone and personal contacts with District personnel regarding enrollment and attendance related matters.
- Address the public tactfully and courteously; answer questions in person, over the telephone, and/or via email in a timely manner.
- Assign truant students to appropriate disciplinary action, document and maintain truancy reports.
- Input discipline data into the student data system.
- Assist the public and office visitors by answering routine inquiries, by providing them with information and data, and by directing them to appropriate offices.

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 training as required.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Modern office practices, methods, and procedures;
- Appropriate English usage, spelling, grammar, punctuation, and arithmetical concepts;
- Standard office machines and equipment;
- Enrollment and attendance operations procedures and policies, regulations, and legal provisions.

Ability to:

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

MINIMUM QUALIFICATIONS:

Experience:

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

Education:

Equivalent to the 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 judgement
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high moral standards
- High intrinsic motivation
- Commitment to professional responsibility

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 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 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.