

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Attendance and Reception Specialist, Elementary**

**BASIC FUNCTION:**

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

**ESSENTIAL DUTIES:**

- Perform a variety of clerical tasks, including typing, proofreading, filing, and the recording of data.
- Compile information and prepare reports and summaries.
- Pursues attendance and enrollment functions requiring a working knowledge of enrollment and attendance legal mandates, policies, and regulations.
- 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.
- Answer the telephone and provide the caller with routine information and data.
- Assist the public and office visitors by answering routine inquiries, by providing them with information and data, by directing them to appropriate offices, and ensuring use of the visitor management system.
- Maintain a variety of alphabetical, numerical, and subject matter student files and records.
- Perform a variety of data entry and reporting functions using a computer, including student enrollment and absence data, in a computerized student information system.
- Prepares and maintains student permanent records, including the recording of attendance information and a variety of confidential information.
- Assist in the processing of student transcripts and records for distribution.
- Requests student records from other school districts.
- Maintain simple financial or statistical records.
- Assists students by receiving absence verification documents and readmits them to class activities.
- Posts pupil absences and clears absences by reviewing parental notes and through telephone contacts.
- Prepares or assists in the preparation and distribution of correspondence regarding excessive pupil absences.
- Coordinates data confirmation and residency verification annually.
- Oversee independent study process.

**OTHER REPRESENTATIVE DUTIES:**

- Compose routine letters and memoranda independently.
- Receive, sort, and distribute mail.
- Provide back-up assistance to other office staff as necessary.
- Participates in job-related training as determined by the supervisor.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Modern office methods, procedures, and techniques;
- English usage, spelling, grammar, punctuation, and arithmetical concepts;
- Standard office machines and equipment;
- Record storage, retrieval, and management systems.

**Ability to:**

- Perform general clerical work of average difficulty with speed and accuracy;
- Make simple arithmetical calculations with speed and accuracy;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.
- Address the public tactfully and courteously; answer questions in person and over the telephone.

**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 REQUIREMENT**

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 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 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.
- 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.

**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.