BUENA PARK SCHOOL DISTRICT

ATTENDANCE CLERK

DEFINITION:
Under general supervision of the school principal, to independently perform responsible clerical functions pertaining to student enrollment and attendance record management at a school site; to perform a variety of functions regarding the verification of student absences, maintaining attendance records and in preparing attendance related reports; and to do other related work as required.

EXAMPLES OF DUTIES:
Performs a variety of clerical functions pertaining to a school site attendance record management system; assists students by receiving absence claim documents and issuing readmittance slips; reviews and verifies student absence excuses, which may involve parental telephone contacts; may review and analyze student records and refer unusual student attendance deviations to appropriate school personnel; assists in enrolling students new to the school site; collects, compiles, verifies, computes and prepares site attendance reports according to a predetermined schedule; establishes and continuously maintains individual student records which involve posting daily absence, withdrawal and program change information, and other appropriate information; establishes and maintains various specialized, numerical, alphabetical and subject matter files and records which may contain confidential and sensitive information; utilizes a computer and various software programs; types a variety of correspondence, memoranda, lists, reports and summaries; may independently compose correspondence for supervisor's editing and review; may assist office staff in administering first aid to injured students and in caring for students experiencing minor illness; may contact parents and emergency assistance agencies in the event of serious student illness or injury.

QUALIFICATIONS:
Knowledge of:
Modern office practices, methods, and procedures;
Appropriate English usage, spelling, grammar, punctuation and arithmetical concepts;
Standard office machines and equipment;
Routine and commonly dealt with legal mandates, policies, rules, regulations and operational procedures.
Computer skills including the use of software such as wordprocessing, spreadsheet, and attendance software. Knowledge of the Eagle software attendance program highly desirable.

Ability to:
Perform responsible and specialized clerical functions requiring speed and accuracy; prepare clear and concise reports; interpret routine legal mandates, policies, regulations and operational procedures pertaining to enrollment and attendance matters; utilize a computer as well as learn and use various software programs; type at a net corrected speed of 45 words per minute; understand and carry out oral and written directions; establish and maintain cooperative working relationships; ability to perform the essential functions of the job with or without reasonable accommodation.

EXPERIENCE:
Two years of clerical experience, preferably one year of which was involved with attendance record management functions.

EDUCATION:
Equivalent to the completion of the twelfth grade, including training or course work in business practices, accounting/bookkeeping, and record management procedures and techniques.

CERTIFICATE REQUIREMENT:
Must obtain within six (6) months of employment a valid first aid/CPR certificate issued by an acceptable certified agency.
Revised: May 23, 2000