TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Attendance Clerk **CLASSIFICATION: Classified**
DEPARTMENT: School Administration

DESCRIPTION OF POSITION

Under the direction of the Principal or his/her designee is responsible for the monitoring, recording, typing and qualifying of all absences and tardiness of students; performs other related tasks.

REPRESENTATIVE DUTIES

- Maintains daily and class period attendance on all students. E
- Types and distributes daily absentee bulleting to all classes for use in monitoring class absenteeism. E
- Issues excused admission slips for full-day absences and class excused students. E
- Calls student homes to verify unreasonable absenteeism, communicates with parent(s) or guardian(s) regarding absenteeism, sickness, and District policy. E
- Reports to Principals regarding cases requiring disciplinary or other action. E
- Monitors student illnesses of contagious nature. E
- Types all correspondence relating to student attendance and referrals. E
- Compiles data regarding absenteeism for California A.D.A. E
- Reviews daily records of absenteeism against class records. E
- Cross-checks daily and class records for errors of student unreported lates or class skips. E
- Notifies Principal of variances in daily bulletin. E
- Posts data to A.D.A. forms daily and compiles monthly totals according to California Department of Education format and procedure. E
- Maintains student locator system. E
- Supervises and records hours of student aides in Attendance Office clerical work. E
- Maintains other student records of the nature of special and titled education programs. E
- Verifies student eligibility. E
- Sets up and schedules program, classes and training sessions. E
- Records and summarizes all required reports for above. E
- Assists school secretaries, clerks or others as required in office duties and reception. E
- Assists in development and maintenance of assignment and program development schedules. E

E = Essential Duties as required by the American with Disabilities Act

EDUCATION AND CREDENTIALS

- High school diploma or G.E.D. equivalent.
- 1 year previous clerical or school district attendance experience desired.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Copying, duplicating, adding and calculating machines.
- Laws regarding attendance.

SKILLS AND ABILITIES

- The ability to read and write in English at a level sufficient for the performance of assigned duties.
- Basic knowledge of good English usage, spelling and arithmetic.
- Ability to interrogate and discern student attempts to violate laws and policies regarding attendance.
- Basic clerical functions; filing, data entry, word processing, preferably Microsoft Office.
- Understand and carry out oral and written directions.
- Prepare and compile accurate records on a timely basis.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Proper care of district equipment associated with clerical work.
- Type or perform word processing at 45 words per minute from clear copy.
- Understand and apply the principles of confidentiality and professional ethics.

PHYSICAL DEMANDS

Frequency Key	
None	(1)
Occasional (up to 25% of shift)	(2)
Intermittently (up to 50% of shift)	(3)
Frequently (up to 75% of shift)	(4)

Activity	Frequency		Activity	Frequency
Bend	2		Lift/carry 0-10 lbs	3
Twist	2		Lift/carry 11-25 lbs	3
Squat	2		Lift/carry 26-40 lbs	3
Kneel	2		Lift/carry 41-100 lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	4		Sit	4
Extend/Flex Neck	4		Drive	1
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

For the District: _____ Date: _____

For the Association: _____ Date: _____

Revised January 26, 2011