

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Middle School Attendance Clerk

DEPARTMENT/DIVISION: Clerical

POSITION SUMMARY:

Under general supervision of school site principal or designee to perform responsible secretarial duties involving compiling and posting daily attendance records and reports, to assist students, parents, teachers and counselors in matter relating to attendance and scheduling.

ESSENTIAL FUNCTIONS:

1. Performs a variety of clerical work including typing, word processing, data entry, proofreading, filing, checking and posting information to records.
2. Performs daily attendance accounting work required to keep accurate daily school attendance records.
3. Maintains attendance records.
4. Maintains and issues attendance cards.
5. Prepares reports for administration and letters to parents related to truancy and patterns of tardiness.
6. Types/prepares letters, reports, memoranda, bulletins or other material from oral direction, rough draft, copy notes, or transcribing machine or digital recordings.
7. Waits on students in attendance office and prepares and issues admit slips to class and permits to leave school grounds.
8. Calls parents to verify absences.
9. Calls parents regarding ill/injured children.
10. Reports patterns of attendance problems and recurring absences to the principal.
11. Reminds students to bring excuses in order to receive excused absence and follows up to ensure that excuses are received.
12. Updates registration lists for changes in enrollment.
13. Prepares report cards, progress reports, attendance scantrons and performs other clerical work in school office as assigned.
14. Handles health and emergency forms.
15. Contacts parents and does follow up on health related problems.
16. Acts as secretary to counselor or assistant principal and assists counselor or assistant principal in preparing schedules for students and activities.
17. Compiles and verifies data for complex State and Federal reports.
18. Supervises attendance aide and/or student office workers.
19. Administers first aid/issues medication.
20. Completes preliminary accident forms.
21. Contacts parents or arranges for emergency transportation.
22. Registers new students and collects all supporting documents required by TUSD, including requesting records from previous schools.
23. Prepares and processes Travel Study documentation and maintains necessary records for State and Federal ADA reporting.
24. Maintains regular and prompt attendance in the workplace.
25. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Must pass District required testing. High school diploma or equivalent required. One year of secretarial and clerical experience involving public contact responsibilities, preferably in a school district.

SKILLS AND QUALIFICATIONS:

1. Knowledge of school district practices and procedures relating to the office to which assigned.
2. Knowledge of State and Federal regulations pertaining to special projects.
3. Knowledge of intermediate to advanced elements of correct English usage, grammar, spelling, punctuation and vocabulary.
4. Knowledge of office methods and procedures, including letter and report writing.
5. Knowledge of receptionist and telephone techniques.
6. Knowledge of basic computer skills including, but not limited to, Microsoft Word and Excel.
7. Ability to operate standard office equipment.
8. Ability to perform responsible clerical work requiring independent judgement with speed and accuracy.
9. Ability to interpret and apply appropriate policies and regulations.
10. Ability to compose correspondence on own initiative.
11. Ability to make mathematical calculations with speed and accuracy.
12. Ability to type at a speed of 55 words per minute from clear copy.
13. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk and bend over.
7. Reach overhead, grasp, push/pull.
8. Lift and/or carry up to 25 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with students, school/district staff and the public.

SALARY: Range 33

BOARD APPROVED: HS: 10/24/78 Elem: 10/24/78
Revised: HS: 7/15/86
TUSD: 3/27/01, 01/09/24