



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** SCHOOL ATTENDANCE RECORDS CLERK

**REPORTS TO:** School Principal/Director of Adult School

**SITE:** All Schools

**CLASSIFICATION:** Classified Bargaining Unit

**WORK YEAR:** SDO+10 Days/  
12 Month for Adult School

**SALARY:** Range 36 – Classified Salary Schedule

**APPROVED BY THE BOARD OF TRUSTEES:** November 12, 2020

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#### **JOB SUMMARY:**

Under general supervision, compile and post attendance accounting records and prepare attendance report summaries, for Adult school, using the ASAP program; contact parents concerning absences, and notify school principals about trancies; and perform other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

Positions in this class require knowledge of commonly used rules and procedures typically gained through moderate training and experience. The supervisor provides non-recurring assignments by indicating what is to be done, deadlines to be met, and assignment priority. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, or unfamiliar situations not covered by instructions to the supervisor. The work consists of duties that involve related steps, processes and methods. Personal contacts are made with District employees, parents, and students, to obtain, clarify or give and receive facts or information.

#### **ESSENTIAL FUNCTIONS:**

1. Set up and update student attendance records using automated attendance accounting system; print and distribute attendance reports for teachers.
2. Calculate apportionment attendance and average daily attendance figures; prepare weekly and monthly enrollment and attendance reports.
3. Contacts parent concerning student absences, and advise school officials of students having excessive absences.
4. Generate weekly truancy letters and monthly SARB notices.
5. Answer telephone calls from teachers, parents, or school officials, and provide pertinent information from attendance files.
6. Issue class admission slips and permits to leave school.
7. Perform a variety of clerical duties in support of school administrative functions; prepare letters and memoranda and basic reports from written directions or verbal instructions, type letters, memoranda and reports from clear copy, type requisitions, work orders, vouchers and schedules, proofread copy.
8. Compile information for the preparation of general school reports and maintain files.
9. Route mail, and act as receptionist.
10. Supervise student office workers.
11. Assign and review the work of student assistants and monitor their performance.
12. Perform other related duties as assigned.

#### **ESSENTIAL FUNCTIONS FOR ADULT SCHOOL:**

1. Able to function under required monthly deadlines and to prioritize accordingly to reach monthly goals.
2. Willingness to work a flexible schedule to meet specific weekly and monthly deadlines required.
3. Run multiple attendances, accounting procedures simultaneously, using web attendance programs.
4. Set up and update student attendance records using automated attendance accounting system for many different programs and over twenty different sites.
5. Track and update daily attendance for over 130 full and part-time instructors on spreadsheet and in attendance software, reconciling for accuracy.
6. Incorporate data on staff attendance spreadsheet into Adult School Attendance Program while evaluating monthly student attendance.

7. Maintain student database for accuracy and completeness.
8. Be able to provide time sensitive attendance reporting to generate payroll for staff.
9. Run a variety of reports using attendance software to validate and incorporate data needed for student attendance and teacher staffing.
10. Interact with teachers to ensure data meets certain criteria required by attendance software and District reporting deadlines.
11. Orientate new teachers and substitutes as to procedures and functions required for monthly attendance recording for both themselves and students.
12. Knowledge of general procedures and departments of the Adult School in order to cover different desks.
13. Keep working staff mailboxes, monitor flow of incoming, and maintain outgoing staff year-round.
14. Work with program coordinators on staff scheduling and updating and verifying changes.

**Employment Standards:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

**QUALIFICATIONS:**

**Education/Training Experience**

- High school diploma.
- Two (2) years of general clerical experience that involved significant record keeping duties.

**KNOWLEDGE OF:**

- Applicable sections of State Education Code and other applicable laws.
- District attendance policies, procedures, terminology and accounting methods.
- General clerical office practices and procedures including operation of common office equipment and computers.
- Basic data entry and word processing methods and programs.
- Record keeping practices.
- Correct English usage, spelling, grammar, vocabulary and punctuation.
- Basic mathematics principles used in record keeping.

**ABILITY TO:**

- Maintain data base records and files using computer software including spreadsheets.
- Compile information and prepare school attendance reports.
- Make arithmetic calculations with speed and accuracy.
- Prioritize and schedule work tasks independently to meet report deadlines.
- Understand and carry out oral and written directions.
- Learn, interpret and communicate school attendance rules, regulations and policies.
- Communicate clearly both orally and in writing.
- Operate a computer and human resources information system software.
- Keyboard at a speed of 45 wpm.
- Establish and maintain effective relationships with those contacted in the course of work.
- Remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS**

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.

- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

**OTHER REQUIREMENTS:**

- Must successfully pass the District’s pre-employment Department of Justice fingerprint clearance.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.