

SUNNYVALE SCHOOL DISTRICT

June 2016

CLASS TITLE: MIDDLE SCHOOL ATTENDANCE CLERK

BASIC FUNCTION:

Under the direction of a Principal, perform a variety of clerical duties in support of an assigned school office; answer telephones and greet and assist students, parents and other visitors; compile and maintain a variety of records including student attendance and cumulative records.

ESSENTIAL DUTIES:

Perform a variety of office functions and activities in support of an assigned school office; prioritize and schedule duties and activities as necessary to ensure efficiency and effectiveness.

Monitor Student attendance through various attendance-related duties: contact parents and guardians to verify absences; prepare and maintain attendance and absence reports and lists according to established procedures; issue readmits to student; maintain student database system regarding absences, readmits and tardies; distribute attendance rosters to teachers.

Participate in student registration activities; assist parents with proper completion of forms; enroll and drop students as appropriate; verify residence requirements, birth dates and immunization records; determine teacher assignments and verify class space; maintain related records; ensure emergency cards are completed and up-to-date.

Initiate and receive telephone calls; take and relay messages; greet visitors to the school office; provide information to students, parents, staff and the public; apply and explain District policies and school procedures and regulations; open, sort and rout mail and communications.

Operate a personal computer and utilize the District software system for the enrollment of students, records, grades, accounting, attendance and ethnic distribution.

Communicate with other departments, District staff and outside organizations regarding school operations, activities, supplies, policies and procedures and student information.

Type a variety of written materials including reports, records, requisitions, schedules, correspondence, memoranda, bulletins, newsletters and statistical data; input and update data on a computer and generate lists and reports as required.

Type, file, request and send cumulative student records to and from other schools according to established procedures; create and maintain student cumulative files.

Operate a variety of office equipment including but not limited to: calculator, copier, computer, scanner, fax machine, laminator and phone system.

Assist with administering routine first aid to students and staff; dispense medication according to physician instructions and District policy; prepare and maintain related records; notify parents of ill or injured students as needed.

Monitor independent study contracts; issue contracts; obtain parental signatures; explain procedures and assist in filling out forms; submit contracts to Principal and District Office for approval.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Operation of a computer and district software.

Telephone techniques and etiquette.

Record-keeping techniques, including financial & statistical.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of State Education Code and other applicable laws.

Basic first aid.

Oral and written communication skills.

Basic math.

ABILITY TO:

Perform a variety of clerical duties in support of assigned school office.

Understand and follow oral and written directions.

Answer telephones and greet the public courteously.

Communicate effectively with students, parents, staff and administration.

Learn, interpret and explain rules, regulations, policies and procedures.

Establish and maintain records and files and prepare reports.

Type at 40 words per minute from clear copy.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Complete work with many interruptions.

Operate a variety of office equipment including a computer and district software.

Work independently with little direction.

Compose correspondence independently or from oral instructions.

Administer first aid.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of increasingly responsible clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certification issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

School office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.

HAZARDS:

Potential for contact with blood and blood-borne pathogens.
Contact with abusive and dissatisfied individuals.

TERMS OF

EMPLOYMENT:

Salary and terms of employment are described in the Agreement between Sunnyvale School District and California School Employees Association.

EVALUATION:

Performance of this job will be evaluated in accordance with the Agreement between Sunnyvale School District and California School Employees Association.