

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ATTENDANCE ASSISTANT I (RANGE 17)

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide accurate accounting of student enrollment and attendance in an assigned school attendance office in accordance with Average Daily Attendance (ADA) provisions of the California Education Code; communicate with staff, students, parents and others concerning student attendance.

REPRESENTATIVE DUTIES:

Account for daily, weekly and period-by-period attendance of students; process and verify student absence information from parents and teachers; issue excuses to students for absence from class; issue re-admits for students returning to assure accurate absentee reporting. **E**

Enter attendance, enrollment data and change of status information into computer; enter and verify absences for each period. **E**

Communicate with students, parents, faculty, administrators and authorities regarding attendance, disciplines, truancy and suspension; make and receive phone calls and prepare correspondence concerning student absences; receive and relay messages to students and parents as necessary. **E**

Provide student attendance information to staff, parents, outside agencies and authorities as requested; maintain communication with faculty regarding field trips, athletic events, special programs and other special events. **E**

Receive recorded messages and prepare documentation according to established procedures. **E**

Prepare and maintain a variety of accurate records regarding student attendance, tardiness, truancy, suspension and discipline; submit reports as directed. **E**

Provide clerical or secretarial assistance to administrators and other staff as required; type various materials as requested; order materials; file paperwork and notes. **E**

Operate a variety of office machines including a computer terminal, printer, copier, typewriter, answering machines and a scantron. **E**

Assist with the registration of students as assigned.

Assist students, staff and visitors at counter as necessary.

Supervise, train and provide work direction to student assistants.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District attendance policies, procedures, terminology and accounting methods.
Applicable sections of State Education Code and other applicable laws related to ADA.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communications skills.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.

ABILITY TO:

Learn methods, procedures, policies and terminology used in accounting for student attendance enrollment.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Establish and maintain effective and cooperative working relationships with others.
Learn to operate a variety of office machines including a computer terminal and other standard office machines.
Meet schedules and time lines.
Maintain accurate records.
Communicate effectively both orally and in writing.
Read, interpret and follow rules, regulations, policies and procedures.
Perform clerical or secretarial duties such as filing, duplications, typing and maintaining routine records.
Type at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and one year clerical experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands, wrists and fingers to operate a computer keyboard and other office equipment.
Seeing to verify and record attendance data.
Sitting for extended periods of time.

HAZARDS:

Exposure to verbal abuse from students and parents.