

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Secretary - Attendance (High School)

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

Two years of paid or volunteer experience working with students in a variety of special subject areas of study.

Education:

High school diploma or equivalent.

SUMMARY

Under the supervision, as assigned by the Principal, assists in a variety of departmental activities.

SPECIFIC RESPONSIBILITIES

1. Responsible for contacting the parents of students who are absent from school.
2. Recording all contacts with parents on the attendance forms.
3. Prepares and processes input data for computerized record management storage and retrieval system and utilizes the output reports in the office operational functions.
4. Establishes and maintains a variety of files and records which may contain confidential material.
5. Compiles information and prepares reports as required.
6. Reviews records, reports and data for accuracy, completeness and compliance with predetermined and standardized procedures.
7. Operate various office machines and equipment.
8. Assists with clerical duties including typing and completing reports, forms and inventories.
9. Performs minor housekeeping tasks in maintaining a neat, clean and orderly atmosphere.
10. Performs other duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Basic concepts and principles of child development and behavioral characteristics
- behavior management strategies and techniques utilized with students exhibiting typical social behaviors
- appropriate English usage, punctuation, spelling, grammar and arithmetical concepts
- simple record management, storage and retrieval systems
- appropriate human relations and student needs

Ability to:

- Demonstrate an empathetic, patient and receptive attitude with students
- communicate satisfactorily in oral and written form in English and a second language model
- perform routine clerical tasks and operate office and educational machines and equipment;
- understand and carry out oral and written directions
- establish and maintain cooperative working relationships with children and adults
- Type a net speed of 50 wpm.