CLASS TITLE: ATTENDANCE SECRETARY

DEFINITION: Under general supervision, performs work of moderate difficulty in the maintenance of student records, and performs related work as required.

EXAMPLE OF DUTIES:

- Prepares and maintains student enrollment, transfer and attendance/participation records
- Compiles records of testing activity and generates student rosters
- Issues late slips to students
- Records and does follow-up work on daily student absences
- Communicates with staff, parents and other regarding student absences/participation
- Approves student absences
- Compiles required information for preparing various reports and documents
- Provides specific information on school attendance and student participation upon request
- Coordinates the reservation and use of school facilities
- Maintains monthly mailing lists and reports
- Operates a variety of office machines
- Performs statistical tabulations
- Works with Student Services department in the coordination of student records
- Maintains cumulative records of students
- Participates in the work of the school office, including telephone and counter receptionist tasks
- May assign, instruct and review the help of student and adult helpers
- Assists in administering first aid to students
- Operates computer and related software to enter and retrieve student information
- May provide assistance to school administrators as needed

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to completion of high school level coursework in arithmetic or bookkeeping and two years of increasingly responsible clerical experience.

Knowledge of:

- Standard office methods and practices
- Arithmetic and statistical tabulation methods
- District and state rules and regulations involved in student attendance and the maintenance of student records
- First aid applications

Skills in:

- Establishing and maintaining effective working relationships

- Communicating clearly and concisely
- Following written and oral instructions
- Preparing records and reports
- Typing, filing and maintaining office records
- Arithmetic and record keeping

Ability to:

- Operate a computer and software

Licenses and Certificates:

- A valid California driver's license