

SCHOOL ATTENDANCE CLERK

DEFINITION

Under general supervision, at a junior or senior high school, performs responsible and detailed office support duties in the areas of attendance, counseling, guidance and discipline; and performs related work as assigned.

CLASS CHARACTERISTICS

School Attendance Clerk is the advanced/specialist class of the school office support series. Specific duties may vary, depending upon the specific area of assignment; however, all assignments require frequent student and staff contact and the exercise of sound independent judgment in the application of practices and procedures in varying work situations. In a junior high school, Office Assistant differs from School Attendance Clerk primarily in the level of responsibility exercised regarding student schedules and records and in the degree of supervision received.

EXAMPLES OF DUTIES

Duties vary depending upon assignment.

- Directs the collection of absence slips from classrooms at the end of each period.
- Issues class-admit slips, tardy slips, corridor passes and off-campus passes to students.
- Answers the telephones, routes calls, takes messages and/or provides factual information to the caller.
- Maintains a log of incoming calls from parents listing students who will be absent; telephones absent students' parents to ascertain reason for absence.
- Maintains master file of students leaving school for various reasons each day.
- Reviews notes brought by students for forgeries and other discrepancies; carefully audits all lists and files to eliminate legitimate reasons for absence before referring students for cutting a class.
- Inputs, modifies and retrieves student attendance information, class schedule changes and other data using a computer terminal and scanning equipment.
- Compiles periodic attendance reports; monitors absenteeism and provides information to teachers and administrators regarding student attendance.
- Prepares and types or word-processes reports, correspondence and forms.
- Establishes and maintains files such as a current program file, student class lists, correspondence, suspension, release and other student records.
- Refers homework to absent students upon parent request.
- May assist in minor first aid as the need arises.

QUALIFICATIONS

Knowledge of:

- Standard office methods, practices, procedures and equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Business mathematics and statistical reporting practices.
- Standard English usage, spelling, grammar and punctuation.
- Record keeping and report preparation methods.
- Interpersonal skills including tact, courtesy and patience.

Skill in:

- Learning, interpreting, applying and explaining applicable rules, policies and procedures related to the work.
- Performing a variety of responsible and office administrative support work with a minimum of supervision.
- Making mathematical calculations quickly and accurately.
- Compiling and maintaining accurate and complete records, files and reports.
- Directing the work of and instructing student assistants.
- Using sound independent judgment within general policy and procedural guidelines.
- Entering, retrieving and modifying data with a computer with sufficient speed and accuracy to perform the work.
- Prioritizing own work, performing several tasks at one time and meeting critical deadlines.
- Establishing and maintaining cooperative relationships with those contacted in the course of work.

Education:

- Equivalent to graduation from high school.

Experience:

Two years of office support experience, preferably in a school-related setting.

Physical Demands:

Must possess mobility to work in a standard office and school setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

N: 12/68R: 3/80

R: 11/85

R: 2/97

R: 2/03