



For the future of every student

## **CLASS TITLE: ATTENDANCE ASSISTANT**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of clerical duties related to student attendance accounting and record-keeping activities at an assigned school site; contact parents and guardians to report and verify excused and unexcused absences; operate a computer and assigned software to input and update attendance and related information.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of clerical duties related to student attendance accounting and record-keeping activities at an assigned school site; provide accurate reporting for daily attendance activities and update attendance data for required ADA reporting.

Verify excused and unexcused absences; process and verify student absence information from parents, teachers and others; issue admittance forms to students who are late or returning after an absence; issue off-campus passes according to established guidelines.

Input and update attendance, enrollment and other student information into an assigned computer system; establish and maintain automated student records; generate a variety of computerized lists and reports related to student attendance data.

Initiate and receive telephone calls; screen and route calls as directed; take and relay messages; respond to inquiries and provide student attendance and other information to personnel, parents and outside agencies.

Assist students, staff and visitors in the attendance office; take and relay messages to and from parents and students; explain policies and State regulations regarding school attendance and enrollment as appropriate.

Perform a variety of clerical duties such as typing, compiling and distributing correspondence, lists, bulletins and notices as assigned; receive, screen and distribute incoming mail; prepare and distribute bulk mailings as directed.

Prepare and maintain a variety of records, logs and files related to student attendance and assigned activities.

Refer student attendance issues to appropriate personnel according to established procedures; assist in identifying and resolving student attendance problems.

Receive and process outgoing cumulative file requests; check in incoming files; distribute appropriate records to school or District personnel; maintain accurate records of incoming and withdrawing students.

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

Other duties as assigned that support the overall objective of the position.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Modern office practices, procedures and equipment.  
Record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Telephone techniques and etiquette.  
Operation of a computer and assigned software.

**ABILITY TO:**

Contact parents and guardians to report and verify excused and unexcused absences.  
Operate a computer and assigned software to input and update attendance and related information  
Learn methods, procedures, policies and terminology used in accounting for student attendance.  
Learn, interpret, apply and explain applicable laws, codes, rules and regulations.  
Answer telephones and greet the public courteously.  
Type at an acceptable rate of speed.  
Establish and maintain effective working relationships with others.  
Operate a variety of office equipment.  
Meet schedules and time lines.  
Maintain a variety of records, logs and files.  
Communicate effectively both orally and in writing.  
Understand and follow oral and written instructions.  
Complete work with many interruptions.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to graduation from high school or equivalent, and one year of experience working with student attendance, enrollment or related record keeping. Experience working with school district attendance policies and procedures highly desirable.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person or on the telephone.  
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.