

Southern Kern Unified School District

Position Description

Position Title: **Clerk, Attendance**

Department: School Site

Reports To: Principal

Prepared By: Staff

Approved By: Board of Education

Date: October 16, 1996

Date: June 4, 1997

SUMMARY: Under direction of the principal, maintain attendance records, routine correspondence, answer phone calls and general office duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Takes inservice training as stipulated by contract.
- Makes and receives telephone calls, takes messages, routes calls.
- Enters all student attendance records into a computer on a daily basis.
- Responds to inquiries from students, teachers, and parents regarding attendance rules, absences, suspensions, and enrollment status.
- Compiles and submits a variety of weekly, monthly and year-end reports as required.
- Works with probation officer/truant officer.
- May maintain athletic eligibility and athletic passes.
- May maintain all physicals for athletics.
- Prepares computerized attendance sheets.
- Types, prepares, distributes, files records/reports, correspondence, etc. related to attendance.
- May maintain current bus information for new students.
- Provides first aid.
- Assists School Secretary with office procedures.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or GED and one year of previous office experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to pass a typing test at 35 words per minute. Demonstrated ability to operate a personal and mainframe computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee almost continuously required to sit, talk and hear. The employee is occasionally required to walk and stand. The employee may occasionally lift and/or move 20 lbs. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.