# MODESTO CITY SCHOOLS

JOB DESCRIPTION

ATTENDANCE ASSISTANT

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## DEFINITION:

Under the direction of the Principal or assigned site administrator, 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 information and maintain related records and reports.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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 mandated attendance reporting.
- Verify excused and unexcused absences and contact parents regularly by phone; process and verify student absence information from parents, teachers and others; issue admittance forms to students who are late or returning after an absence; assure appropriate attendance codes are entered in designated system.
- Prepare and maintain a variety of records, logs and files related to student attendance and assigned activities; prepare and monitor contracts for independent study; coordinate and assign truancy Saturday school.
- Input and update attendance, truancy, related disciplinary and other student information into an assigned computer system; assure teacher attendance information has been entered correctly; establish and maintain automated student records; generate a variety of computerized lists and reports related to student attendance data as assigned.
- Provide student attendance data to site administration, District Child Welfare and Attendance staff and School Attendance Review Board (SARB) members accordingly.
- Assist students, staff and visitors visiting the front office; 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 with preparing and sending truancy letters to parents according to established procedures.
- Assist with various SART and SARB duties as assigned by the position; prepare SARB materials to be distributed to the District; set up related appointments as needed; assist with sending parents SART and SARB letters; attend related meetings as assigned by the position.
- Assist with providing work direction to assigned site clerical personnel as assigned by the position; monitor student aides while visiting the office according to established procedures.
- Provide health office coverage as assigned by the position.
- Communicate with students, parents, personnel and outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of standard office equipment including computer and assigned software.

## OTHER DUTIES:

- Perform related duties as assigned.

## REQUIRED QUALIFICATIONS:

Education and Experience:
- Any combination equivalent to: graduation from high school and one year general clerical or secretarial experience involving frequent public contact.

Licenses and other Requirements
- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

**DESIRED QUALIFICATIONS:**

- Two years accounting, bookkeeping, clerical, secretarial experience performing general work tasks.
- One year college-level course work or training in secretarial, clerical, bookkeeping, accounting or general office procedures skills, including computer data entry.

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

Ability to:
- 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 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.
- Establish and maintain effective working relationships with others.
- 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.
- Type and enter data at an acceptable rate of speed.

**WORKING CONDITIONS:**

Work Environment:
- Indoor/Office environment.
- Constant Interruptions.

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.
- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Reaching overhead, above the shoulders and horizontally to retrieve materials.
- Lifting and carrying light objects.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: ---**

**Unit Approved: 5/10/02**

**Board Approved: 5/28/02**

**FLSA Status: Non Exempt**