OVERALL RESPONSIBILITY

Under general supervision, prepare and maintain records and reports concerning student attendance, and do related work as required.

SPECIFIC RESPONSIBILITIES

1. Perform duties related to the receipt, checking and recording of student attendance including the preparation and distribution of lists of absentees to school site staff.

2. Compile student enrollment and attendance reports as required.

3. Correspond with parents regarding the reasons for and duration of students’ absences and record such responses in accordance with District and state requirements.

4. Maintain attendance and enrollment records and prepare reports on special education students attending classes on school sites.

5. Issue withdrawal and re-admittance permits.

6. Provide student attendance data to site administration, District Child Welfare and Attendance staff and School Attendance Review Board (SARB) members.

7. Maintain a current Modesto City Schools’ Attendance Accounting Manual and perform the duties of the attendance clerk in conformance with the instructions detailed in the manual and in accordance with State Department of Education regulations.

8. Monitor changes in District policy regarding student attendance and maintain current policy manual regarding same.

9. Effectively communicate with parents and guardians concerning student attendance issues.

10. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.

11. Perform other related duties as assigned.

SALARY

Classified Unit Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:
- Ability to activate a personal computer and load software from a disk and/or CD-ROM.
- Ability to enter requisitions, purchase orders and receipts into computer, and verify quantities and prices.
- Knowledge of and ability to use e-mail and calendaring programs.
- Knowledge of and ability to use word processing, database and spreadsheet programs to develop and produce correspondence, reports, publications, presentations and projects.
- Ability to create and initiate a mail merge using a word processing program.
QUALIFICATIONS (continued)

Knowledge/Ability
Minimum Requirements:
- Ability to access the Internet using a search tool or Web address to locate information, bookmark and print electronic information.
- Knowledge of letter and report writing techniques.
- Knowledge of modern office methods and practices.
- Ability to perform a variety of responsible tasks with speed and accuracy.
- Ability to perform basic arithmetic calculations with speed and accuracy.
- Ability to establish and maintain accurate records and files.
- Ability to operate modern office equipment (e.g. ten-key calculator, duplicating machine, fax machine, etc.).
- Ability to express initiative, adaptability and confidentiality.
- Ability to supervise and train clerical personnel.
- Ability to use correct English grammar, syntax, spelling and punctuation.
- Ability to compose correspondence, memoranda, bulletins and reports independently using correct English grammar, syntax, spelling and punctuation.
- Ability to understand and carry out oral and written instructions given in English.
- Ability to work cooperatively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Knowledge of general first aid procedures, if assigned to a school site.

Desirable Qualifications:
- Knowledge of school operation, policies, regulations and procedures.
- Knowledge of and ability to use graphics and desktop publishing programs to develop and produce correspondence, reports, publications, presentations and projects.
- Ability to analyze situations and take an effective course of action.

Experience
Minimum Requirements:
- One (1) year accounting, bookkeeping, clerical, secretarial experience performing general work tasks.

Desirable Qualification:
- Two (2) years accounting, bookkeeping, clerical, secretarial experience performing general work tasks.

Education
Minimum Requirement:
- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

Desirable Qualification:
- One (1) year college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

License/Certificate
Minimum Requirement:
- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

Physical Characteristics
With or without the use of aids:
- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
Physical Characteristics (continued)

With or without the use of aids:
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to sit or stand for prolonged periods of time.
- Sufficient physical ability to reach horizontally and vertically with arms.

REPORTS TO:

Principal or designee

Board Approved: 7/12/99

Revised: 5/10/02
Unit Approved: 5/10/02
Board Approved: 5/28/02