

## ATTENDANCE ASSISTANT

### BASIC FUNCTION:

Under the direction of an Assistant Principal, perform a variety of clerical duties in support of attendance office.

### REPRESENTATIVE DUTIES:

- Answer multiple line phones to log, document and clear student absences. **E**
- Contact parents/guardians to report and verify excused and unexcused absences. **E**
- Input and update attendance data as required. **E**
- Provide information or assistance to students, parents, staff, and authorities as requested; apply and explain attendance policies and school procedures and regulations. **E**
- Prepare and maintain a variety of records, logs, and files as required. **E**
- Operate a computer and a variety of office machines including a scanner, facsimile, copier, printer and others as assigned. **E**
- Translate for parents or students in a designated second language as required by the position.
- Deliver messages, lunches, gym clothes, and other student belongings to classrooms as needed.
- Plan and organize workload for maximum efficiency.
- Perform related duties as assigned.

### KNOWLEDGE OF:

Operation of a computer and student accounting software system.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Telephone techniques and etiquette.

Correct oral and written usage of English and a designated second language.

Interpersonal skills using tact, patience, and courtesy.

### ABILITY TO:

Type 45 wpm net from clear copy; original certificate dated within 6 months is acceptable.

Perform a variety of clerical duties in support of attendance office.

Understand and follow oral and written directions.

Communicate effectively with students, parents, staff and the public.

Learn, interpret and explain rules, regulations, policies, and procedures.

Maintain records and prepare reports.

Establish and maintain cooperative and effective working relationships.

Meet schedules and time lines.

Operate a variety of office equipment.

Translate and interpret English and a designated second language.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and some clerical experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

07/1/16

SMJUHSD

Range 15