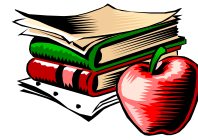




## JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT  
426 North Blackstone, Tulare, CA 93274



### Attendance Clerk

#### DEFINITION

Under the immediate supervision of the Assistant Principal of Counseling or the Head Counselor or designee, the Attendance Clerk is responsible for clerical work involved in accurately maintaining student attendance records and assisting students, parents, and teachers in all matters related to student attendance.

#### ESSENTIAL FUNCTIONS

1. Under minimal supervision, accurately prepares and maintains student attendance records and reports. *E*
2. Performs a wide variety of clerical and secretarial duties and operational support activities. *E*
3. Works at the front desk acting as a receptionist and issuing readmit slips to student. *E*
4. Creates and distributes student registration and orientation information packets. *E*
5. Creates and accurately maintains an annual computerized and standard filing system containing courses, classes, calendars, and other required data for permanent student attendance records. *E*
6. Performs student attendance accounting and related activities of a high school. *E*
7. Trains clerical staff and student aides in attendance office duties and procedures. *E*
8. Accurately prepares a variety of student attendance reports including average daily attendance reports by student or class for program analysis and projection purposes. *E*
9. Prepares accurate student absence lists for teachers and administrators. *E*
10. Maintains a list of students who leave campus for various reasons during the school day. *E*
11. Verifies student absences by contacting parents, teacher, or other approved method. *E*
12. Communicates with parents to ascertain reasons for student absences. *E*
13. Assists Counselors with communication to parents of students who are having attendance and/or academic problems in school. *E*
14. Accompanies the Community Liaison or other site personnel on home visits. *E*
15. Distributes and processes work permits as assigned in the summer. *E*
16. Maintains and orders office supplies.
17. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Education

High School Diploma or equivalent

##### Experience

One year general clerical experience, involving student records desired  
Proficient in use of word processing, spreadsheet, and data base computer applications

##### Licenses and Other Requirements

DOJ and FBI fingerprint clearance  
Negative TB test within the last four years  
Valid California driver's license

#### KNOWLEDGE AND ABILITIES

##### Knowledge of

- General office procedures and office machines (computer, fax, and copier).
- Basic attendance reporting procedures and requirements.
- Record keeping techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

- Interpersonal skills using tact, patience and courtesy.
- Data entry techniques.

### **Ability to**

1. Enter data in computer quickly and accurately.
2. Accurately maintain records and prepare reports.
3. Accurately compile, review, verify, and record attendance data and generate reports.
4. Make mathematical calculations quickly and accurately.
5. Operate office machines.
6. Type 40 words per minute with speed and accuracy.
7. Understand and follow oral and written instructions.
8. Communicate effectively and interact appropriately with coworkers, students, parents, and the general public.
9. Assist callers and visitors to the attendance office.
10. Plan, organize, and prioritize work to meet schedules and deadlines.
11. Work calmly and efficiently under pressure, at times under high stress, with constant interruptions, strictly adhering to set policies and procedures.
12. Comply with and explain District policies and State regulations regarding student attendance.
13. Attend in-service training, conferences and meetings, as assigned, with compensation if overtime is required.
14. Work cooperatively with others and use good judgment.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Environment**

1. Indoor office environment subject to frequent interruptions.
2. Extensive public contact with home visits as necessary.

### **Physical Demands include, but are not limited to, the following:**

1. Mental acuity to interpret and follow rules related to the position.
2. Make decisions using sound judgment and evaluate results.
3. Facility to sit at a desk or in meeting rooms of various configurations for extended periods of time.
4. Clarity of vision at varying distances to read, review, and accurately enter data.
5. Facility to hear and understand speech at normal room levels and on the telephone.
6. Manual dexterity to write, operate a telephone, and enter data into a computer.
7. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone.
8. Physical ability to lift 35 pounds, bend, stoop, and to reach overhead to retrieve and store materials.
9. Facility to drive a car.

## **SALARY**

Range 8

Hours – 8 per day  
185 work days