

## **Madera Unified School District Classified Job Description**

### **Secretary - Attendance**

#### **Purpose Statement**

The job of Secretary-Attendance was established for the purpose/s of supporting the educational process with specific responsibilities for ensuring accurate attendance accounting within the District; resolving attendance related issues; ensuring compliance with state reporting and documenting requirements; conveying attendance related information to appropriate parties; and providing general clerical support, information and/or direction as may be assigned at assigned school site.

This job reports to Principal.

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#### **Essential Functions**

- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Maintains a variety of manual and electronic documents, files, and records (e.g. student attendance, notification logs, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains automated student attendance system for the purpose of ensuring accurate tracking and documentation of student attendance.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- Notifies parents and/or guardians of student absences for the purpose of meeting district administrative requirements and mandated guidelines.
- Obtains attendance records for student entry and exit from campus during school hours (e.g. admission slips, late notices, class release forms, etc.) for the purpose of ensuring accurate reporting of excused absences and trancies.
- Oversees student workers for the purpose of providing guidance and meeting work requirements.
- Prepares attendance-related reports and written materials (e.g. standardized/special reports, letters to parents, passes for students, incoming calls on attendance slips, SARB referrals, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.
- Processes documents and materials (e.g. report discrepancies, status changes, absence verifications, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.

- Procures homework assignments from teachers as requested for the purpose of disseminating information to absent students.
- Researches discrepancies of attendance information and/or documentation for the purpose of ensuring accuracy of attendance data.
- Responds to questions from a variety of individuals (e.g. staff, parents, probation officers, other schools, Welfare Department, Housing Authority, CPS, and/or students, etc.) for the purpose of providing information and/or directions as may be required.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements:**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; and guiding others.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student attendance; and business telephone etiquette; and shows concepts of grammar and punctuation. .

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; working with detailed information/data and meeting deadlines and schedules; communicating with diverse groups of individuals; working with frequent interruptions; setting priorities and working under minimal supervision; maintaining confidentiality; and the ability to read, write and communicate clearly in both English and a second language (usually Spanish) maybe required.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 10% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

**Minimum Qualifications**

Experience Two years of clerical experience in an office environment.

Education High School diploma or equivalent.

**Required Testing**

Pre-employment Proficiency Test

Pre-employment Physical Exam

**Certificates**

Valid CDL

**Continuing Educ./Training**

None Specified

**Clearances**

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

Physical Demands(A)

**FLSA Status**

Non Exempt

**Approval Date**

08/18/11

**Salary Range**