

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Attendance Secretary

CLASSIFICATION: Classified (SEIU)

REPORTS TO: Principal

RANGE: 250

WORK YEAR: 10 Months

CLASS: Administrative Support

BOARD APPROVAL: 1/14/16

BOARD REVISION:

PRIMARY FUNCTION: Under general supervision, serves as secretary in a school attendance office and performs a variety of tasks to accurately record, evaluate, and inform administrators and parents/guardians of student attendance patterns; and to do related work as required.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by fostering communication with families about the importance of regular and punctual attendance, a precursor to academic success.

SUPERVISION OVER: Students

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Gathers and records accurate attendance information into the student information system (Aeries).
- Evaluates student absences, issues readmits/passes/dismissals, and informs appropriate administrator of unexcused absences.
- Contacts parents/guardians regarding unverified/extended absence, attendance concerns, and truancy.
- Maintains an accurate record of all communication between the school and home regarding student attendance.
- Enters attendance for teachers when they do not have necessary access to a computer or attendance software; Enters attendance for substitute teachers off of hard-copy attendance sheets.
- Runs attendance queries, generates truancy reports and notifications, submits truancy notifications for appropriate administrator's signature and approval, and prepares truancy notifications for mailing.
- Runs and submits attendance reports per request from the District Office.
- Runs, distributes, and collects weekly attendance reports for teachers.
- Updates attendance to reflect verifications of excused/unexcused absences and tardies to assure that families do not receive inaccurate telephone communication from the automated attendance caller.
- Files and retains all written notes/emails/voicemails, medical excuses, and legal communications submitted by parents/guardians regarding student absences.
- Manages short-term Independent Study contracts by notifying families of policies, distributing and completing appropriate forms, collecting work, verifying timely completion of all contract responsibilities, and coding attendance as appropriate.
- Manages homework requests for absentees by notifying teachers of student absences, collecting and distributing work to parents/guardians, and coding attendance as appropriate.
- May keep track of new enrollees and dropped students.
- May print and disseminate transcripts to parents, students, and requesting schools.
- May maintain and update student records and cumulative files.
- Greets and provides assistance, information, and materials to visitors, parents, students and the public regarding school programs and policies, referring the most complex inquiries to the appropriate administrator.

- May greet and orient substitute teachers by providing them with necessary information and materials.
- Conducts routine clerical duties such as, composing/compiling/sending correspondence, scheduling appointments, preparing/completing reports/forms, sorting/distributing mail, operating standard office machines, filing documents, answering/screening/directing telephone calls, etc.
- May assist the Office Coordinator and other administrative support staff in the performance of their duties.
- Assists administrative personnel and/or designees in the performance of their functions and responsibilities.
- Assigns work to and oversees the performance of student office aides.
- Monitors the behavior of students in the office waiting area and refers them to the appropriate administrator as necessary.
- Administers first aid and routine care to pupils in the absence of a school nurse and contacts parents, professional help, and/or emergency response personnel when appropriate; completes and submits accident reports.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

- High school diploma or the equivalent.
- Community college and/or vocational training certificate highly preferred.
- One year experience in clerical/office work OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Bilingual in English and Spanish highly desirable.
- Prior experience working in a public school setting preferred.

LICENSES AND OTHER REQUIREMENTS:

- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.
- CPR and first aid certification required and offered by the District yearly.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF*:

- Modern office practices and procedures.
- Correct English usage, composition, grammar, spelling, and punctuation.
- Basic mathematical skills.
- Computer procedures, software, and applications.

ABILITY TO*:

- Operate a computer to input, update, and access a variety of records, information, and data.
- Operate a computer to generate queries, reports, lists, and summaries.
- Use District software such as the student information system (Aeries).
- Read, learn, interpret, and make minor decisions in accordance with District and school policies, programs, mission, and vision.
- Establish priorities to plan and schedule work.
- Perform a variety of routine clerical duties such as, developing and maintaining organizational systems, composing correspondence, and operating standard office machines.
- Demonstrate proficiency in keyboarding and typing.
- Analyze situations and suggest appropriate action(s).
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.

- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand, and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions and attention to deadlines.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

**Candidates should have a fundamental working knowledge of these concepts, practices, and procedures and the ability to apply them varied situations.*

WORKING CONDITIONS:

PHYSICAL DEMANDS (*With or without the use of aids*)*:

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize office equipment, etc.
- Work is performed while positioning self to access files and supplies.
- Work is performed while moving supplies weighing up to 20 pounds across the office.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard or standard office equipment.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

SAMPLE ENVIRONMENT: Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; potential exposure to blood, blood-borne pathogens, bodily fluids, communicable diseases, chemicals, antiseptics, and disinfectants.