

Corning Union High School District

Job Description

JOB TITLE: Administrative Assistant-Attendance

Salary Range:

Dept./Family: Administrative Assistant

Immediate Supervisor: Vice-Principal **Approved By:** Board of Trustees

DEFINITION:

Under the direction of High School Vice-Principal, provide and coordinate a variety of clerical accounting duties involved in the attendance accounting reporting system of the District, providing accurate accounting of student attendance records and answer telephones, greet and assist students and the public.

ESSENTIAL FUNCTIONS:

- Provide a variety of responsible clerical accounting duties to coordinate the Attendance Office and to answer, screen and route telephone calls to appropriate individuals; answer questions as needed.
- Operate a variety of office equipment; including a computer, scanner, and copier.
- Responsible for collecting and distributing off-ground passes, homework requests, green passes, and student messages.
- Responsible for tracking student attendance period by period.
- Enter student attendance for substitute teachers.
- Maintain and coordinate detention process.
- Collect and coordinate district attendance reporting (Centennial, CCal and Independent Study).
- Collect and coordinate P1, P2 and annual state attendance reports.
- Communicate with school personnel, parents and vendors to exchange information to resolve concerns or issues.
- Compile type and distribute various school forms and attendance information (passes, truancy letters, SARB, independent study contracts, etc.)
- Responsible for updating and maintaining a binder with daily bulletin, absence list, school messenger reports, etc.
- Monitor and coordinate all suspension notice communications.

ENVIRONMENT:

- Office environment: subject to constant interruptions.
- Noisy office environment.

Revised: 11/6/13

Approved:

PHYSICAL REQUIREMENTS:

- Dexterity of hands and fingers to operate a computer and office equipment, sitting or standing for extended periods of time, walking to various sites at the assigned school, kneeling and bending, reaching horizontally and overhead to retrieve and maintain files and to store supplies and records, lifting and carrying objects weighing up to 30 pounds, and hearing and speaking to exchange information in person and on the phone.

REPRESENTATIVE DUTIES:

- Operation of standard office equipment, including computers.
- Understand and follow oral and written directions.
- Type and/or use word processors accurately at an acceptable rate of speed
- Perform a variety of office duties to assist other secretarial and office staff as needed.
- Answer telephones and greet students and the public courteously.
- Perform clerical duties such as filing, typing, and maintaining records.

KNOWLEDGE, ABILITIES AND SKILLS:

- School guidelines, policies, procedure, and schedules.
- Modern office practices, procedure and equipment.
- Record-keeping techniques.
- Proper Use of English: grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Principles of providing work direction and guidance to student assistants.
- Ability to coordinate the Attendance Office.
- Use the computerized student information management system effectively.
- Work confidentially with discretion as well as independently with good judgment.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.

QUALIFICATIONS

- High School Diploma or equivalent required.
- Two years of increasingly responsible clerical and secretarial experience.

License Requirement

- None