

# Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677  
(916) 624-2428 / [www.rocklin.k12.ca.us](http://www.rocklin.k12.ca.us)



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## Job Description

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<b>POSITION TITLE:</b>	Attendance Clerk
<b>SALARY PLACEMENT:</b>	Classified Salary Schedule California Schools Employee Association

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### SUMMARY:

To compile, post, and maintain attendance records and related reports; to contact students, parents, counselors, and teachers regarding attendance related matters; to be responsible for the accuracy of attendance accounting information, data, and reports and to do related work as required.

Employees in this classification receive general supervision from school principals and work within a framework of standard policies and procedures. Employees' work assignments include performance of highly responsible attendance accounting functions. Performance of these responsibilities requires organizational skills, accuracy, attention to details, discretion, good communication skills, and sound judgment.

### SUPERVISOR:

This position reports directly to the School Principal and/or School Assistant Principal.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

- Performs daily attendance accounting work, maintaining accurate school attendance accounting records for each school period.
- Coordinates the activities and operations of an attendance office.
- Assists parents, guardians, students, and staff in all areas of attendance, i.e., tardies, appointments, truancies, transfers, independent study contracts, homework requests, absence verification, and student registration.
- Receives students in the attendance office, issuing admit slips to class and permits to leave school.
- Answers the telephone and greets office visitors, taking messages and/or referring calls/visitors to appropriate staff.
- Assists students with questions, concerns, and problems.
- Issues tardy slips and maintains records of tardiness.
- Collects and maintains daily student attendance and inputs information manually or by Scantron.
- Creates and distributes daily absence lists to establish attendance and to disseminate information regarding absences, substitutes, suspensions, incentive class attendance, and student appointments to school staff.
- Contacts parents/guardians regarding unverified absences and early dismissals, either by telephone or in writing.
- Issues records and performs record keeping and data collection/reporting regarding Independent Study Contracts.
- Issues inter-district transfers and determines violations of the State Education Code regarding residency issues.

- May provide secretarial support for the Special Education Committee and staff, including scheduling appointments, taking minutes of meetings, writing memos, preparing agendas, developing documentation and forms, writing I.E.P. letters, and making telephone contacts.
- Generates monthly and yearly attendance reports, submitting requisite documents to the District Office.
- Generates yearly attendance summary of each student for placement in cumulative folders.
- Has responsibility for selecting, training, grading, and supervising student office aides in general office support and telephone answering assignments.
- May refer students to appropriate staff for discipline.
- Reports attendance problems to appropriate staff.
- Maintains and updates computerized attendance accounting records.
- Confers with the District Office regarding attendance accounting reports, procedures and practices.

**Knowledge of:**

- Proper English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office methods, procedures, and practices, including filing systems, business correspondence, and telephone techniques.

**Ability to:**

- Learn the school/District and school rules, regulations, and procedures and apply them in a variety of situations.
- Learn and apply attendance reporting policies and procedures.
- Understand and follow both oral and written directions.
- Prepare and maintain a variety of records and reports.
- Perform a variety of office support work.
- Maintain filing and record keeping systems including computer data base.
- Make arithmetic calculations quickly and accurately.
- Learn and use a variety of computer software programs including word processing, spreadsheets, and other programs.
- Operate a variety of standard office machines and equipment.
- Effectively communicate both orally and in writing.
- Establish and maintain cooperative working relationships.
- Type at a minimum rate of 40 words per minute from clear, legible copy.
- Perform minor First Aid in compliance with established District policies.
- Prioritize and schedule the work of student office aides.

**EDUCATION:**

High school diploma or equivalent.

**EXPERIENCE:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Two years of previous experience in record keeping and office support work.

**SPECIAL REQUIREMENTS:**

Some positions may require the following: Ability to obtain a First Aid Certificate.

**SPECIAL LICENSE:**

Valid California Driver's License

**REQUIRED TESTING:**

Must pass appropriate clerical skills test for this position with a grade of 80 percent or better.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Medical Category I:**

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

**WORK ENVIRONMENT:**

Work is normally performed in an office environment; regular contact with staff, parents, and students. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is occasionally exposed to video display and occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Revised Date: 12/97

**The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.**

**No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.**

**The Rocklin Unified School District maintains a tobacco-free, drug-free environment.**