



Assist students, staff and visitors in the attendance office; take and relay messages to and from parents and students; respond to e-mails; issue admittance forms to students who are late or returning after an absence; issue off-campus passes according to established guidelines

Prepare and compile information into comprehensive SARB packet for use during SARB panel meetings; e-mail teachers, counselors and administrators for information regarding potential SARB students; print required District SARB information regarding the student

Prepare reports of students qualifying to attend Saturday School; manage sign-in sheets of students requesting Saturday School; notify parents of selected students to assure availability and attendance; update student records who have completed Saturday School

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software

Refer student attendance issues to appropriate personnel according to established procedures; assist in identifying and resolving student attendance problems

Perform a variety of clerical duties such as keyboarding and distributing correspondence, lists, bulletins and notices as assigned; prepare and receive signed truancy letters for parents/guardians; maintain and update the phone call list

Attend student attendance-related meetings with appropriate personnel

Perform other attendance-related activities including correcting enrollment errors; dis-enrolling students

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE OF:

Attendance policies, procedures, terminology and attendance accounting methods

Applicable laws, codes, regulations policies and procedures

Modern office practices, procedures and equipment

Record-keeping and report preparation techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Data control procedures and data entry operations

Telephone techniques and etiquette

Operation of a computer and assigned software

ABILITY TO:

Perform a variety of duties related to attendance accounting and record-keeping at an assigned school site involving frequent and responsible public contacts

Prepare, maintain and account for ADA and other attendance records and reports for submittal to local and State agencies

Serve as a liaison between students, parents, staff and outside agencies regarding student attendance

Verify excused and unexcused absences

Interpret, apply and explain applicable laws, codes, rules and regulations

Answer telephones and greet the public courteously

Type at an acceptable rate of speed

Establish and maintain effective working relationships with others

Operate a variety of office equipment including a computer and assigned software

Meet schedules and time lines

Maintain a variety of records, logs and files

Communicate effectively both orally and in writing

Understand and follow oral and written instructions

Complete work with many interruptions