

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Attendance/Records Assistant	REPORTS TO:	Assigned Supervisor or site administrator
DEPARTMENT:	School	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-26/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under the direction of an assigned supervisor or site administrator, prepare and maintain accurate student attendance records, prepare and submit reports for local, County, State and other Average Daily Attendance (ADA) purposes; prepare and maintain permanent records and cumulative folders.

REPRESENTATIVE DUTIES: (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 is intended to accurately reflect the principal job elements.)

Prepare and maintain accurate student attendance records to assist in ensuring the financial viability of the district; issue admittance slips and register new students according to established guidelines and procedures. *E*

Prepare and maintain accurate permanent student records and cumulative folders; maintain accurate record of test scores, academic grades and related student information; receive and compose correspondence related to student records. *E*

Compile information and prepare and submit reports for local, State and other ADA purposes; type from verbal instructions, rough draft or compose and prepare correspondence concerning student attendance and records as appropriate. *E*

Receive and answer inquiries in a reasonable, timely manner regarding student attendance and permanent records to provide high professional services; communicate with a diverse range of students, families, faculty, administrators and authorities regarding attendance, discipline, truancy, suspension and permanent student records to assist students to achieve their personal best. *E*

Process student transfers; receive and review transcripts for compliance with District policies; forward transcripts to other institutions in a reasonable, timely manner as appropriate. *E*

Perform a variety of related clerical duties including maintaining files, typing memorandums, reports and other materials for counselors and administrators. *E*

Maintain adequate supply of attendance and registration materials to meet the needs of the students, staff and sites; submit requests for office supplies and other materials in a timely manner as needed and according to established guidelines and procedures to meet the needs of the students and staff. *E*

Operate a variety of office equipment including but not limited to copier, typewriter, fax machine, computer and assigned software. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of clerical work involving student records including computer work.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District attendance and registration policies, procedures and terminology.
- Methods, techniques and terminologies involved in the maintenance of permanent student records.
- Basic accounting procedures.
- Current applicable sections of State Education Code and other applicable laws.
- Accurate record-keeping techniques.
- Operation of a computer and data entry techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Report writing methods and techniques.
- Current office practices, procedures and equipment.

ABILITY TO:

- Prepare and maintain accurate student attendance records, submit reports for local, County, State and other ADA purposes.
- Prepare and maintain accurate permanent records and cumulative folders.
- Communicate, understand and follow both oral and written directions effectively.
- Perform timely and accurate accounting clerical work involving independent judgment and requiring speed and accuracy.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Type and enter data accurately.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Operate a variety of office equipment.
- Meet schedules and time lines.
- Work effectively with constant interruptions.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Learn new or updated computer systems/programs to apply to current work.
- Communicate using patience and courtesy in manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, procedures, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

School office environment; constant interruptions; extensive public contact; contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting for extended periods of time; dexterity to operate a computer and other related office equipment; seeing to read a variety of records and forms; hearing and speaking to exchange information; sitting or standing for extended periods of time; kneeling, crouching and bending at the waist to retrieve and store files.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions