

JOB DESCRIPTION
Nogales Unified School District #1

CLERK - ATTENDANCE MIDDLE SCHOOL

Purpose Statement:

The job of CLERK - ATTENDANCE MIDDLE SCHOOL is done for the purpose/s of ensuring accurate attendance accounting within the school site; providing general clerical support, information and/or direction as may be assigned; resolving attendance related issues; ensuring compliance with state reporting and documenting requirements; and conveying attendance related information to appropriate parties.

This job reports to PRINCIPAL

Essential Functions

- Ensures accuracy of attendance records (e.g. verification of forgeries, truanancies, etc.) for the purpose of complying with state laws governing attendance accounting.
- Maintains documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
- Monitors assigned district activities and/or program components (e.g. Power School) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Operates automated student attendance system and other software as needed for the purpose of accurate tracking and documentation of student attendance information.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Provides in-service training to district office and school site staff (e.g. Attendance) for the purpose of ensuring accurate attendance accounting within the district.
- Researches discrepancies of attendance information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing for action.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends professional meetings for the purpose of remaining knowledgeable with current regulations and practices.
- Communicates with district employees, county administration, etc. for the purpose of resolving problems and coordinating activities and processes.
- Compiles student records (e.g. birth certificates, transfers, immunization, etc.) for the purpose of meeting state, federal and/or district requirements.
- Evaluates situations (e.g. involving other staff, students, parents, the public, police, probation department, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Responds to inquiries of staff, other educational institutions, the public, parents and/or students for the purpose of providing information and/or direction.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment
record keeping
using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: computer operation/skills
office methods and procedures
standard office software

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

None specified

Certificates & Licenses

None Required

Continuing Educ. / Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Job description available upon request

Salary Grade

Classified 3