

**CLOVIS UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION**

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<b>Position:</b>	Student Activities Specialist II-Attendance	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	Varies	<b>Salary Grade:</b>	11
<b>Reports to/Evaluated by:</b>	Principal or Deputy Principal	<b>Salary Schedule:</b>	Classified

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**SUMMARY**

Under direct supervision performs a variety of complex clerical duties ensures accurate and efficient attendance program of an intermediate or high school attendance office. Performs administrative and record keeping duties related to the maintenance of complex attendance records. Communicates regularly with parents, staff and students regarding absences, tardiness and other attendance issues. May assist with work of Attendance Clerks and other Attendance Office staff to ensure an accurate and efficient attendance program.

**DISTINGUISHING CAREER FEATURES**

The Student Activities Specialist II – Attendance, is part of the second level in a Student Activities Specialist career path which is designed as a “generalist” career path for those providing clerical, secretarial, and administrative support in a school setting. Advancement is possible in attendance, registration, grades, transcripts, graduation, or athletics at a high school. These positions require additional experience and specialized knowledge.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides technical assistance concerning school attendance. Performs office procedures to assure accurate and timely attendance reporting activities.
- Trains and provides work direction and assigns duties to student office aides according to established procedures. Provides input for grades.
- Verifies absences with parents as necessary. Reports trancies and excessive absences to counselors.
- Communicates with students, parents, faculty, administrators and authorities regarding attendance and truancy. Makes and receives phone calls and notes regarding student absences. Receives and relays messages to students and parents as necessary. Receives phone calls from concerned and sometimes confrontational parents.
- Refers serious attendance problems according to established procedures. Assists in identifying and resolving problems of students with frequent absenteeism. Makes appropriate referrals to school psychologist or peer counselor.
- Provides clerical assistance to administrators and other staff as required. Monitors the students with excessive absences and reports information to the counselors.
- Assists students, staff and visitors at counter as necessary.
- Performs other related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge and Skills:** Requires a thorough knowledge of District and attendance operations, policies and procedures. Must be familiar with applicable Education codes. Considerable knowledge of general clerical and administrative practices and principles. Strong communication skills to interact with students, parents, staff and the public. Must be able to organize and prioritize ones own work and that of others.

**Abilities:** Ability to prepare written reports and correspondence and perform general or complex clerical duties with limited supervision. Ability to use common office applications e.g. Pagemaker, Excel, MS Word. Proven ability to plan, organize and prioritize work to meet schedules and timelines; to deal with frequent interruptions and distractions in a fast paced setting. Must be able to deal with sensitive communications and maintain confidentiality of student information. Requires ability to lead and direct other staff in carrying out attendance related activities. Able to exercise judgment and discretion to accomplish work assignments.

**Physical Abilities:** Requires sufficient arm, hand, finger dexterity to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

**Working Conditions:** Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

**Education and Experience:** High School Diploma, or G.E.D. Certificate; supplemented by three (3) years of increasingly responsible clerical or record keeping experience in a school office. Any equivalent combination of education, training and experience.

**Credential Requirements** May required valid Driver's License. May require CPR and/or First Aid Certification.