

CLOVIS UNIFIED SCHOOL DISTRICT

Position: Student Activities Specialist Lead

Salary Grade: 14

Salary Schedule: Classified

Department/Site: Varies

Reports to/Evaluated by: Principal or Deputy Principal

FLSA: Non-Exempt

SUMMARY

Under general direction, oversees and ensures accurate and efficient attendance program of a high school. 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 oversee work of Attendance Clerks and other Attendance Office staff to ensure an accurate and efficient attendance program.

DISTINGUISHING CAREER FEATURES

The Student Activities Specialist Lead, is part of the third 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

- Serves as resource for administration regarding attendance issues.
- Sets up and oversee attendance program procedures including ensuring effectiveness and accuracy of program and records.
- Communicates with students, faculty, staff and parents as needed to carry out assigned duties.
- May include formal written communications using standard or customized formats, in-person conversations or telephone calls.
- Guides students, parents, faculty and staff regarding school policies and procedures related to attendance and related corrective resources and discipline procedures.
- Serve as resources regarding attendance, discipline, truancy and suspension.
- Makes and receives phone calls and notes regarding student absences.
- Receives and relays messages to students and parents as necessary.
- 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.

- Receives phone calls and office visitors.
- Assists and re-directs individuals appropriately.
- Keeps appropriate staff up to date regarding issues and activities related to area.
- Performs data entry to maintain accurate and timely school records.
- Compiles and maintains a variety of attendance records and reports including Independent Study Agreements and related documents in addition to transfer and withdrawal papers.
- Prints, collates and prepares various office documents and reports.
- Prepares and forwards information and reports to other offices or schools as it relates to attendance.
- Assist other staff with understanding attendance policies and procedures.
- Train and oversee the work of Attendance Clerks and other Attendance Office staff.
- Oversees data entry processes.
- Edits and revises data, generates information and reports as requested according to established time lines.
- Assists auditors and accounts for data as necessary.
- Maintain confidentiality of school records.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS

- **Knowledge and Skills:** Thorough knowledge of District and attendance operations, policies and procedures preferred. 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 general clerical experience requiring frequent public contact with at least one (1) year working directly with attendance. Any equivalent combination of education, training and experience.
- Credential Requirements: May required valid Driver's License. May require CPR and/or First Aid Certification.