

**RIVER DELTA UNIFIED SCHOOL DISTRICT
ATTENDANCE SECRETARY/REGISTRAR**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of record keeping functions related to attendance accountings; to register new students and schedule student classes; to perform clerical support functions for assigned Vice Principal and Counselor; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Positions from this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned, including attendance accounting functions. Incumbents in this class work independently and may lead and oversee the main work of lower level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Vice Principal and Counselor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform record keeping functions for attendance accountings; collect attendance sheets; track attendance for each period; determine tardies; trancies and related absences; enter data into the computer.
2. Collect and verify student notes; contact parents regarding student attendance.
3. Coordinate with annual attendance auditors; conduct research and provide information.
4. Prepare a variety of attendance reports, including apportionment attendance reports and monthly enrollment reports; forward to the District Office.
5. Register new students; review applications for accuracy and completeness; enter student information into the computer, e.g., health, emergency, and schedule data.
6. Coordinate new student meetings with the counselor; schedule appointments; prepare and maintain cumulative files.
7. Update and maintain class rosters and schedules; input changes into the computer; prepare a master class schedule.
8. Serve as student registrar; receive transcripts and review for accuracy; input grades into the computer; maintain confidentiality of student grades; issue transcripts to students, as appropriate.
9. Collect, file, and mail academic and attendance progress reports; enter grades into the computer; distribute report cards.
10. Create honor roll eligibility list; distribute to teacher and student.
11. Monitor student withdrawal process; receive and review withdrawal forms; transfer student transcripts and files.
12. Collect independent student contracts; prepare homework requests sheets for each teacher.
13. Process paperwork for athletics, including proof of insurance, power of attorney and physical examination results; maintain files.

14. Perform a variety of clerical functions in support of assigned Vice Principal or Counselor; answer calls, make appointments and prepare letters, memos and other correspondence.
15. Lead and oversee the work of lower level clerical staff and student assistants.
16. Assist sick or injured students; contact parents; administer first aid.
17. Order office supplies and equipment.
18. Verify eligibility for free/reduced meal programs and maintain related records for reimbursement purposes.

QUALIFICATIONS

Knowledge of:

Attendance accounting principles and practices.
English grammar, spelling and punctuation.
Modern office practices and procedures, including computers.
Record keeping methods and techniques.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Interpret and explain District policies and procedures.
Administer first aid and CPR.
Compose letters, memoranda, and other written documents.
Operate office equipment including a fax, copier, computer, etc.
Work independently in the absence of supervision.
Type at a speed necessary for successful job performance.
Communicate clearly and concisely, both orally and in writing.
Establish/maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment

Maintain mental capacity which allows the capability of:

- Making sound decisions
- Demonstrating intellectual capabilities.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible clerical experience in accounting or bookkeeping, or as an office assistant.

Training:

Equivalent to completion of the twelfth grade. Supplemental course of work in accounting or office skills is desirable.

WORKING CONDITIONS:

Environmental Conditions:

Office environment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.