



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

SECRETARY - ATTENDANCE

DEPARTMENT/SITE: School Site

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 23

WORK CALENDAR: 218, 225 or 239 Days

REPORTS TO: Designated Administrator

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the School Principal, or designated administrator, the Secretary-Attendance ensures accurate attendance accounting within the District; resolves attendance related issues; ensures compliance with state reporting and documenting requirements; conveys attendance related information to appropriate parties; and provides general clerical support, information and/or direction as may be assigned at assigned school site. The incumbents in this classification provide the school community with accurate attendance accounting, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class provide general clerical support in a school office, but in addition have responsibility for ensuring accurate attendance accounting. This class differs from the Secretary class, which provides general office and school program clerical support. It is the higher-level class of the two Secretary classes. The Office Assistant and School/Office Technician classes also provide clerical support at a lower level at a school or department office.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Assist students and parents with the registration/enrollment process and basic Chromebook usage/troubleshooting issues.
- Attends department and/or in-service meetings.
- Maintains a variety of manual and electronic documents, files, and records (e.g. student attendance, notification logs) to provide up-to-date information and/or historical reference.
- Maintains automated student attendance system to ensure accurate tracking and documentation of student attendance.
- Monitors students referred to the office for illness or disciplinary action to ensure student welfare and maintain a secure office environment.
- Notifies parents and/or guardians of student absences.
- Obtains attendance records for student entry and exit from campus during school hours (e.g. admission slips, late notices, class release forms) to ensure accurate reporting of excused absences and truancies.
- Oversees student workers to provide guidance and meet work requirements.
- Prepares attendance-related reports and written materials (e.g. standardized/special reports, letters to parents, passes for students, incoming calls on attendance slips, SARB referrals, etc.).

- Processes documents and materials (e.g. report discrepancies, status changes, absence verifications, student withdrawals) to disseminate information.
- Procures homework assignments from teachers as requested to disseminate information to absent students.
- Provides clerical support in the office (e.g., mail and staff supply order/student school supplies distribution), and teacher support with copies, etc.
- Provides support in the health office with sick or injured students.
- Provide oral interpretation and/or written translation with Spanish speaking parents as needed.
- Researches and resolves discrepancies of attendance information and/or documentation.
- Responds to questions from a variety of individuals (e.g., staff, parents, probation officers, other schools, Welfare Department, Housing Authority, CPS, and/or students) to provide required information and/or directions.
- Schedules meetings for Principal/Psychologist and other staff as requested (e.g., parent conferences, 504s, SSTs).
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory district trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Basic math, including calculations using fractions, percentages, and/or ratios
- English usage, grammar, punctuation and spelling
- Codes, regulations and laws related to student attendance
- Current office equipment
- Business telephone etiquette
- Computer usage, including pertinent software applications
- Customer service principles and practices

Skills and Abilities to:

- Operate standard office equipment
- Prepare and maintain accurate records
- Train and supervise student workers
- Understand complex, multi-step written and oral instructions
- Schedule activities
- Gather and/or collate data
- Be flexible in working with a wide diversity of individuals in a wide variety of circumstances
- Work with a diversity of individuals and/or groups
- Problem solve by identifying issues and appropriate actions
- Establish and maintain effective working relationships
- Meet deadlines and schedules, including setting priorities
- Work with frequent interruptions
- Work under minimal supervision
- Maintain confidentiality
- Communicate clearly in both English and a second language (usually Spanish)
- Provide quality customer service

RESPONSIBILITY:

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget.

Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Two (2) years of clerical experience in an office environment.

LICENSE(S) REQUIRED:

- None required.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is performed in an indoor office environment, requiring extensive sitting, and some standing and walking
- Moderate lifting, carrying, pushing, and/or pulling of boxes and files
- Stooping, kneeling, crouching, and/or crawling to access files
- Manual dexterity to operate a computer keyboard and other office equipment, handle files and documents
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen