

Colusa Unified School District
Job Description

POSITION TITLE: Attendance Clerk/Office Assistant

PURPOSE OF POSITION:

Works under the supervision of the site administrator(s). Assists Administrative Assistant in all areas of clerical support and related office duties. Accomplishes all clerical responsibilities relating to daily student attendance.

JOB REQUIREMENTS:

High School Diploma or Equivalent and First Aid Certificate (obtained within 3 months). Ability to utilize proper grammar, spelling and punctuation; make accurate mathematical calculations, compile and maintain accurate records and reports; understand and carry out oral and written instructions; meet the public courteously and tactfully while performing a variety of tasks. Promotes good working relationships with students, staff, parents and others while preserving the privacy of confidential matters which may occur within the scope of assigned duties.

ESSENTIAL JOB FUNCTIONS:

Duties may vary from site to site, based upon program and personnel needs as determined by the site administrator(s). General duties may include, but are not limited to the following: posts computer attendance and tardy reports; prepares lunch count and daily absence lists for staff; performs basic first aid; acts as receptionist; prepares memos, correspondence or other documents as needed; develops knowledge of all school procedures, rules and practices, as well as knowledge of daily school routines and events; performs other such clerical duties as SARB truancy referrals, Student Study Team Minutes; directs the work of others assigned to the school site office. Performance responsibilities include knowledge of office procedures, computer literacy, filing systems, utilizing office equipment. Performs other such related duties as assigned.

Class: IV

CSEA ratification date: 9/13/99

CUSD ratification date: 12/18/01