

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

---

<b>TITLE:</b>	Attendance Assistant	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various schools or departments	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	024 PARA
<b>REVISED:</b>	May 8, 2002		

---

#### **BASIC FUNCTION:**

Maintain manual and computerized pupil attendance records; assist school staff with pupil attendance problems; and contact parents, pupils, and district staff.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

#### **E = Essential Functions**

Input and update pupil absence and attendance data. **E**

Make and receive parent calls to verify pupil absence; update and distribute attendance rosters; issue and record early leave permits and tardy passes. **E**

Contact parents by phone or in writing regarding pupil absenteeism and truancy and arrange appointments for parents with school staff. **E**

Assist with parent conferences and home visits regarding educational programs and objectives. **E**

Provide for distribution of forms, flyers, and other materials to parents; assist school staff with pupil attendance problems; check pupil attendance records and compiles data for counselor. **E**

Conduct attendance recognition and reward activities. **E**

Gather and send homework assignments to pupils on long-term absence. **E**

Provide illness/accident attention and first aid for pupils in the absence of the school nurse. **E**

Maintain case and pupil contact records; may assist in gathering information on pupils and writing reports. **E**

Transport pupils or parents to scheduled conferences when other transportation is unavailable.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to one year of recent, full time, paid office-clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Fluency in conversational Spanish or other foreign language may be required for designated positions.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Modern office-clerical procedures.

**ABILITY TO:**

Rapidly learn pertinent district policies and reporting requirements.  
Operate standard office equipment including personal computers and related software applications.  
Communicate effectively orally and in writing.  
Establish and maintain effective working relationships with others.  
Meet schedules and time lines.  
Maintain records.  
Read, apply, and explain rules, regulations, policies, and procedures.  
Type and/or keyboard.

**WORKING CONDITIONS:**

**ENVIRONMENT:** Indoor, office setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents, sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Issued 4/97

Revised 3.19.04—PeopleSoft

Job Code 6419

PH