

TITLE: Office Support - Attendance

DEPARTMENT: Middle/High School Education

REPORTS TO: Building Principal

POSITION SUMMARY: The job of Office Support - Attendance is done for the purpose/s of ensuring accurate attendance accounting within the district; providing general clerical support, information and/or direction as may be assigned; resolving attendance related issues; ensuring compliance with state reporting and documenting requirements; and conveying attendance related information to appropriate parties.

ESSENTIAL FUNCTIONS:

- Administers medication and/or first aid under to direction of a health care professional for the purpose of providing immediate care to students when the nurse is not in the health room.
- Communicates with students, teachers, parents, district employees, etc. for the purpose of resolving problems and coordinating activities and processes related to attendance reporting.
- Maintains documents, files and records (e.g. student attendance records, attendance waivers, emergency notification information, loss of credit appeals, discipline program records, etc.) for the purpose of providing up-to-date reference and audit trail.
- Notifies parents and/or guardians of student absences for the purpose of meeting district, state and federal requirements.
- Obtains attendance records from student entry and exit from campus during school hours (e.g. admission slips, late notices, class release forms, etc.) for the purpose of ensuring accurate reporting of excused absences and truancies.
- Oversees student workers for the purpose of guiding and monitoring their performance.
- Prepares attendance reports (e.g. daily absentee/attendance bulletin, Student/Parent handbook updates, memos, letters, etc.) for the purpose of meeting district, state and federal requirements.
- Processes a variety of records and materials (e.g. daily attendance in WSIPC system, loss credit appeals, detentions for truancies, publish attendance policies, emergency notification information, attendance waivers, etc.) for the purpose of ensuring compliance with district, state, and federal requirements.
- Researches discrepancies in attendance information and/or documentation for the purpose of ensuring accuracy of attendance data before processing.
- Responds to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction.
- Supports assigned site personnel (e.g. answer phones, oversee students in office, distributes bus passes, locker assignments, etc.) for the purpose of ensuring the efficient operation of the site.
- Works within the school's discipline program for the purpose of managing student discipline issues and consequences.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Possess knowledge of and adhere to Governing Policies District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; administering first aid; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to

satisfactorily perform the functions of the job include: business telephone etiquette; pertinent laws and policies related to attendance issues; district and community activities and culture.

ABILITY is required to schedule activities and/or meetings; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: working with frequent interruptions; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience is desired.

REQUIRED TESTING: Pre-employment Proficiency Test

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Public School Employees of Washington / SEIU Local 1948 (PSE)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date