

PERSONNEL

ATTENDANCE CLERK/COMMUNITY - HEALTH LIAISON
Schedule 5 Range 3.5

DEFINITION

Under the general supervision of the Principal, the Attendance Clerk/Community- Health Liaison will assist the Secretary II in public relations endeavors and front office duties; perform a variety of clerical duties related to attendance accounting and record keeping district-wide; contact parents and guardians to report and verify excused and unexcused absences; operate a computer terminal to enter and update attendance data; administer basic first aid and health services.

REPRESENTATIVE DUTIES

The Attendance Clerk/Community – Health Liaison provides accurate reporting for daily and period-by-period attendance of students; posts absences in the computer from notes and phone logs; processes and verifies student absence information; verifies excuses for student’s absences from class; contacts parents or guardian to determine and verify excused and unexcused absences; performs a variety of clerical duties related to school sites attendance accounting and record management system; prepares student attendance profiles for administrators, teachers, and parents as requested; prepares suspension and amended verified lists; communicates with students, teachers and parents regarding attendance and related issues; makes and receives phone calls and notes regarding student absences; provides student attendance information to staff, parents, social service agencies and authorities as requested; explains District policies and State regulations regarding school attendance and enrollment as appropriate; refers serious attendance problems according to established procedures; assists in identifying and resolving problems of students with frequent absenteeism; assists front office clientele by phone and/or in person.

The Attendance Clerk/Community – Health Liaison assists students or their parents in public relations matters; writes and distributes late student passes; administers medication to students; provides basic first-aid services to children; assists in lice checks; notifies parents of child’s illness or injury; assists school nurse in follow up immunizations and first grade physicals; prepares student accident reports; gathers student records ordered by court; forwards student records of transferring students; assists in activities assigned in the annual written plan; provides health and welfare services to program participants or their parents; provides transportation to students when needed; performs other related duties as assigned.

Occupational exposure to blood/body fluids and other potentially infectious materials may occur.

DESIRABLE QUALIFICATIONS

Interpersonal skills using tact, patience, and courtesy

Ability to:

1. Ability to use good judgment
2. Ability to communicate effectively with students, staff, parents and the general public
3. Correct English usage, grammar, spelling, punctuation, and vocabulary
4. Learn methods, procedures, policies, and terminology used in accounting for student attendance
5. Perform clerical duties such as filing, duplications, typing, and maintaining records with speed and accuracy
6. Operate a variety of office machines including a computer terminal, typewriter, and duplicating machines
7. Read, interpret, and follow rules, regulations, policies, and procedures
8. Meet schedules and timelines.
9. Establish and maintain effective working relationships with others.
10. Work effectively in a busy office setting.

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|---------------|------------------------|------------------|------------------------|
| 1. Seldom | = Less than 25 percent | 3. Often | = 51-75 percent |
| 2. Occasional | = 25-50 percent | 4. Very Frequent | = 76 percent and above |

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| <u>4</u> | a. | Ability to sit for extended periods of time. |
| <u>3</u> | b. | Ability to stand for extended periods of time and ascend and descend steps. |
| <u>4</u> | c. | Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels. |

- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 f. Ability to bend and twist, kneel and stoop.
- 2 g. Ability to lift 50 lbs.
- 2 h. Ability to carry 50 lbs.
- 3 i. Ability to reach all directions

Education:

High School Diploma or GED; Basic first-aid training and CPR certification preferred.

Experience:

Practical work experience involving contact with children in an educational setting and/or general office experience.

Adopted: August 13, 2019