

## GREENFIELD UNION SCHOOL DISTRICT JOB OPPORTUNITY

<b>Job Title:</b>	Attendance Clerk	<b>Job Category:</b>	Classified
<b>Location:</b>	Kendrick Elementary	<b>Job Code:</b>	300432
<b>Salary:</b>	\$21.55 – 27.89 (43-CL24) (Max entry step 3, unless determined to be a promotion for an internal candidate)	<b>Work Cal:</b>	196 days/ 5.75 hours/5 days a week
<b>Date Posted:</b>	09/08/2025	<b>Closing Date:</b>	09/12/2025
<b>Applicants apply at: <a href="http://WWW.GFUSD.NET">WWW.GFUSD.NET</a></b>			
<b>JOB REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• High school graduation or equivalent; including or supplemented by coursework in typing/keyboarding, data entry, record management, and general office practices, (AA preferred).</li> <li>• Ability to maintain strict confidentiality</li> <li>• Ability to follow oral and written directions</li> <li>• Strong interpersonal, communication, and presentation skills</li> <li>• School site office experience preferred</li> <li>• Proficiency with Microsoft Office Suite and Google Suite</li> <li>• Maintain current first aid/CPR certification</li> <li>• Type at least 45 words per minute (Certification may be required)</li> <li>• Experience in an office setting preferred</li> <li>• Bilingual Preferred</li> </ul> <p>Applicants who do not include all the required documents with their application will not be considered for the position.</p>		

### JOB SUMMARY:

Under the direction of the Principal (designee or other appropriate administrator), perform clerical functions pertaining to student enrollment and attendance record management system; perform a variety of clerical related tasks regarding pupil enrollment and attendance reports; and do other related work as required; assist the Secretary and Principal in the management and running of daily operations of a school site.

### QUALIFICATIONS:

*Knowledge of:*

- Modern office practices, methods, and procedures.
- Appropriate English usage, spelling, grammar, punctuation, and arithmetic concepts.
- Standard office machines and equipment, including computer terminals and microcomputers, and appropriate software including Microsoft Office/Google applications.
- Automated record-management and filing systems, receptionist and telephone techniques. California Education Code and District attendance policies/regulations.
- Operational procedures and policies, rules, regulations, and legal provision pertaining to student enrollment and attendance matters.

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*Ability to:*

- Perform general clerical work of average difficulty with speed and accuracy.
- Read and comprehend simple instructions, short correspondence, and memos
- Make simple arithmetic calculations with speed and accuracy.
- Communicate both orally and in writing in a clear and concise manner.
- Type or keyboard at a net corrected speed of 45 words per minute.
- Understand and carry out oral and written directions.
- Hear and speak to exchange and retrieve information in person and on the telephone.
- Establish and maintain cooperative working relationships.
- Apply policies and procedures related to the assigned duties and responsibilities of the position.
- Maintain strict confidentiality.
- Ability to work independently with little direction
- Develop system organizations of student files, and pending records.
- Deescalate dissatisfied parent/community members.
- Other clerical duties and related work as required and as directed by the site secretary

### **DUTIES AND RESPONSIBILITIES (Sample of daily duties, not limited to the following):**

- Perform clerical activities and functions related to scheduling, and attendance, requiring a familiarity with policies and regulations.
- Assist in the Application process including but not limited to: update enrollment spreadsheets, process documents, and evaluate enrollment information for errors
- Assist in the Enrollment process including but not limited to data entry and data verification.
- Support with additional application and enrollment projects as needed
- Assist staff to ensure accurate attendance reporting to internal and external parties.
- Assist in the tracking of student suspension/expulsions
- Collect, track, compile, compute, and verify pupil daily attendance reports.
- Prepare daily and monthly summary reports regarding student attendance and enrollment data.
- Post pupil absences and clear absences by reviewing parental notes and via telephone contacts.
- Assist in the preparation and distribution of correspondence regarding excessive pupil absences.
- Assist and facilitate truancy procures in collaboration with school administration, attendance supervisor and school resource officer as necessary.
- Perform a variety of enrollment and attendance record-management, storage and retrieval functions.
- Operate a computer terminal to input pupil enrollment and absence data and extract output reports as required.
- Respond to questions regarding student enrollment and attendance—this may require research and data abstraction.
- Receive and initiate a variety of telephone and personal contacts with personnel and parents regarding enrollment and attendance-related matters.
- Assist with the continued enhancement of the management of assigned school/department by modeling appropriate behavior for and toward students and staff, and by displaying professional conduct at all times.
- Assist site administration in the management of Homeless Liaison work, including organizing supplies and sharing information with staff
- Assist in the maintenance and preparation of documents and records for archive storage (e.g. cumulative records).

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- Assist with to legal inquiries regarding student files.
- Assist school staff with first aid and student health needs/emergencies/medications.
- Assists students in a range of daily living skills, including but not limited to, diapering/toileting as directed site administration or designee.
- Prepare enrollment and attendance related reports that contain sensitive and confidential information.
- Issue appropriate school/district forms to students, parents, and community members.
- Communicate with After School Clerk daily attendance information.
- Respond to homework and Independent Study requests.
- Train and monitor student workers.
- Perform other duties and responsibilities as required by the superintendent or designee, in order to accomplish the goals and objectives of the district.

### **WORKING CONDITIONS:**

*ENVIRONMENT:* Office environment; subject to constant interruptions; driving to off-site locations to conduct work; supervision responsibilities including day and evening outdoor activities.

*PHYSICAL REQUIREMENTS:* Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing 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; frequent walking of the school site.

### **PHYSICAL ABILITIES:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job included close vision, depth perception, and ability to adjust focus.

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
- Conduct verbal conversation in English or other designated language.
- Hear normal range verbal conversation (approximately 60 decibels.)
- Sit, stand, stoop, kneel, bend, and walk.
- Sit for sustained periods of time.
- Kneel or squat for extended periods of time.
- Climb slopes, stairs, steps, ramps, and ladders.
- Sustain strenuous manual labor for two (2) hours.
- Exhibit full range of motion for shoulder external rotation and internal rotation.
- Demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

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- Demonstrate manual dexterity necessary to assist students with buttoning clothing, eating, operating a computer or assist staff with student toileting procedures.
- Work with cleaning solutions, disinfectants, and sanitizers in a safe and effective manner without allergic reaction.
- Seldom: Less than 25%    2. Occasional: 25%-50%    3. Often: 51%-75%    4. Very Frequent: 76% or more
  - 3      a. Ability to work at a desk, conference table or in meetings of various configurations.
  - 4      b. Ability to stand for extended periods of time.
  - 4      c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
  - 4      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.
  - 3      f. Ability to bend and twist, stoop and kneel, crawl, push, pull.
  - 1      g. Ability to lift 50 lbs.
  - 2      h. Ability to carry 40 lbs.
  - 4      i. Ability to reach in all directions.

### EVALUATION:

Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement if applicable. The evaluation will be completed by the Site Principal or his/her designee.

**RIGHT TO REVISE:** This job description is not meant to be all-inclusive, and the school reserves the right to revise the job description as necessary without advance notice.

### QUALIFIED APPLICANTS MAY BE CONSIDERED FOR AN INTERVIEW APPOINTMENT

The Greenfield Union School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, national origin, parental status, pregnancy status, race, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact:		
Equity Compliance Officer: Ramon Hendrix--Superintendent 1624 Fairview Rd. Bakersfield, CA, 93307 661-837-6000 hendrixr@gfusd.net	Title IX Coordinator: Dr. Debra Thompson--Assistant Superintendent of Student Services 1624 Fairview Rd. Bakersfield, CA, 93307 661-837-6000 titleIX@gfusd.net	Section 504 Coordinator: Jennifer Morales – Coordinator of Health Services 205 McKee Rd. Bakersfield, CA 93307 661-837-6000 moralesj@gfusd.net

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