

Clerical Support II- Records/Registration/Attendance Clerk

Purpose Statement

The job of Clerical Support II- Records/ Registration/Attendance Clerk is done for the purpose/s of providing clerical support to the Guidance Department and Student Information Systems Manager (Registrar); as well as collecting and maintaining student attendance information at the assigned site; meeting district, state and federal requirements relating to attendance processes including parent notification; preparing and distributing attendance reports and materials; communicating information to students, parents, staff, and/or other districts; maintaining student information and files and providing information and/or direction as may be requested.

Functions

1. Assist attendance department in monitoring chronically absent students and advise administration of contact for the purpose of tracking attendance and keeping record of home contacts.
2. Communicates with parents, students, staff, etc. in person, by telephone or letter for the purpose of providing information on a variety of attendance issues and meeting district and state absence notification requirements.
3. Ensures accuracy of attendance records, including verification of forgeries and truanancies for the purpose of complying with State laws governing attendance accounting.
4. Maintains a variety of attendance records, schedules, and files (manual and computer) (e.g. contact and telephone logs, student attendance, etc.) for the purpose of documenting and/or providing reliable information.
5. Performs un-enrollment activities (e.g. updating automated student information system, etc.) for the purpose of ensuring compliance with financial, legal, state or federal requirements.
6. Assist other personnel for the purpose of supporting them in the completion of their work activities.
7. Assist SIS Manager in enrolling students, entering test data, and entering course requests during pre-registration, assist with report cards/progress reports and track students testing out of courses. May perform duties as SIS Manager on an emergency basis if needed for the purpose of providing support and ensuring completion of necessary data to complete assignment.
8. Audit teacher grade books and prepare grade books for storage; destroy student records and teacher grade books for the purpose of adhering to the Records Management Manual for Arizona School Districts
9. Complete transcripts / records requests for incoming / outgoing / graduated students for the purpose of providing necessary documentation as requested.
10. Maintain a high level of confidentiality for the purpose of ensuring privacy.
11. Maintain records and/or files for the purpose of ensuring an up-to-date reference and audit trail for ADE compliances.
12. Process documents and materials for the purpose of disseminating information to appropriate parties and/or ensuring accuracy of data
13. Research address errors; verify proof of residency when possible for the purpose of maintaining accurate information on students and meeting policy requirements.
14. Sort/store files at the end of the school year for the purpose of ensuring documentation is on record in a safe and accessible place
15. Support Site Administration for the purpose of providing assistance with their administrative functions in relationship to student records.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include:

operating standard office equipment including pertinent software applications such as Basic SASI, Microsoft Word and Excel computer applications; 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 multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: common office machines and software and office methods and practices.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: none specified.

Responsibility

Responsibilities include: working with immediate supervision; providing information and/or advising others; and operating within a defined budget.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Education: High School diploma or equivalent.

Experience: Job related experience is preferred.

Terms of Employment: Ten-month assignment. Eligible for standard benefits.

Required Testing: Pre-employment Proficiency Test

Continuing Educ. / Training: None Specified

Clearances: Criminal Justice/Fingerprint Clearance
TB Clearance

Evaluation: This position will be evaluated annually as outlined in Governing Board Policy.

FLSA: Non-Exempt.

Salary: Grade 12
\$14.98 - \$16.86

Hours Per Day: 7