

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Attendance and Reception Assistant, Elementary

DEFINITION:

Under general supervision of the site administrator, to perform a wide variety of clerical functions of average to above average to above average difficulty, including typing and other general office duties; and to do other work as required.

ESSENTIAL DUTIES:

- Perform a variety of clerical tasks, including typing, proofreading, filing, and the recording of data.
- Compile information and prepares reports and summaries.
- Answer the telephone and provides caller with routine information and data.
- Assist the public and office visitors by answering routine inquiries, by providing them with information and data, and by directing them to appropriate offices.
- Maintain a variety of alphabetical, numerical, and subject matter student files and records.
- Perform a variety of data entry and reporting functions using a computer, including student enrollment and absence data in a computerized student information system.
- Prepares and maintains student permanent records, including the recording of attendance information and a variety of confidential information.
- Assist in the processing of student transcripts and records for distribution.
- Requests student records from other school districts.
- Maintain simple financial or statistical records.
- Assists students by receiving absence verification documents and readmits them to class activities.
- Posts pupil absences and clears absences by reviewing parental notes and through telephone contacts.
- Prepares or assists in the preparation and distribution of correspondence regarding excessive pupil absences.

OTHER REPRESENTATIVE DUTIES:

- May compose routine letters and memoranda independently.
- May receive, sort, and distribute mail.
- May provide back-up assistant to other office staff as necessary.
- Participates in job-related training as determined by supervisor.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Modern office methods, procedures, and techniques;
- English usage, spelling, grammar, punctuation, and arithmetical concepts;
- Standard office machines and equipment;
- Record storage, retrieval, and management systems.

Ability to:

- Perform general clerical work of average difficulty with speed and accuracy;
- Make simple arithmetical calculations with speed and accuracy;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

MINIMUM QUALIFICATIONS:

Experience:

One year of experience performing varied general office of clerical functions.

Education:

Job Description: Attendance and Reception Assistant, Elementary (May 12, 2014)

Equivalent to completion of the twelfth grade, including or supplemented by coursework in typing, record management, and general office practices.

LICENSES AND OTHER REQUIREMENTS

Possess and maintain a valid California Driver's License (Class "C" minimum) and validation of insured.

SPECIAL REQUIREMENTS

Applicants must successfully pass the skill test administered by the District; and, speak, read, and write in English.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Constant interruptions.

Physical Requirements:

- Ability to stand or sit for extended periods of time.
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials.
- Ability to frequently lift or move up to 20 pounds.
- Ability to climb stairs.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.