

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED SEPTEMBER 2009
RANGE: 39.5
CLASSIFIED
CODE: NONE

STUDENT DATA/ATTENDANCE CLERK I

DEFINITION

Under direction of the School Principal, perform a variety of duties related to the management of student attendance and data, including but not limited to: student attendance, program analysis, student counts served through special projects, annual reporting of student data, and weekly, monthly and annual student counts;

responsible for inputting student attendance and data involving the use of manual and computer-assisted record management, storage and retrieval systems;

prepare a variety of related reports, projections and summaries;

do other related work as required.

EXAMPLES OF DUTIES

Prepare reports for student attendance and other related reports;

respond to questions regarding student attendance and/or enrollment;

prepare student transcripts;

transfer student records upon request;

operate a computer terminal in posting to student data management, storage and retrieval;

prepare input data for a computerized record management, storage, and retrieval system, and utilize the output reports in the office operational functions;

maintain a variety of records and files, which may include student records, and a variety of other related records and files;

perform a variety of functions and tasks related to the enrollment of students and in preparing material and records for students who are leaving the county schools program.

QUALIFICATIONS

Knowledge of:

Various school programs and attendance classifications required;

methods, practices, and procedures pertaining to student attendance management and reporting requirements;

attendance accounting requirements associated with independent study, preferred;

manual and computer-assisted student accounting and attendance record management, preferred;

student attendance reports preparation;

computerized student management/attendance systems (preferably current student management system utilized by various school programs);

modern office methods and equipment, including automated record management and filing systems, receptionist and telephone techniques, correspondence and report writing;

English usage, grammar, spelling and punctuation;

basic methods and techniques of organization and planning.

Ability to:

Maintain a cooperative liaison between other school personnel and school sites;

answer site level questions regarding student attendance and tracking;

establish and keep current attendance tracking for projection and reporting purposes;

understand and carry out oral and written instructions;

establish and maintain comprehensive and accurate files and records;

prepare concise and complete records as required;

demonstrate basic competency in Microsoft Word or WordPerfect;

make arithmetical calculations with speed and accuracy;

skillfully operate computer terminals.

Experience:

Two (2) years of responsible and varied secretarial and clerical experience;

Two (2) years of experience in school site office preferred.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in spreadsheets, database, word processing, and simple accounting procedures.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

12/16/15

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