

SCHOOL ATTENDANCE AIDE

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class maintains attendance records and assists professional attendance personnel by contacting parents via telephone or letter to determine the reasons for student' absences. The incumbent is responsible for related record keeping. Detailed instructions are received at the beginning of work and on difficult assignments. Work is performed under the general supervision of an administrator who reviews the work while in progress and upon completion. Does any related work as required.

TYPICAL WORK ACTIVITIES:

Maintains an accurate record of students' absences and lateness's;
Keeps log of absentees;
Records attendance data into computerized database;
Files absence notes and checks for discrepancies;
Notifies parents of absences via telephone contact and letters;
Keeps detailed report of number of telephone calls required to contact parents;
Prepares report as to legitimacy of absences;
Reports serious student attendance problems to appropriate school administrator and other designees;
Retrieves and interprets computerized student attendance information requested by guidance, attendance, administrative and teaching staffs;
Establishes and maintains good working relationships with students and parents;
May operate copiers, calculators or other office machines.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; working knowledge of basic computations and English; ability to understand and carry out oral and written instructions; ability to file alphabetically; ability to establish and maintain effective working relationships with students, parents, co-workers, supervisors and the general public; clerical aptitude; mental alertness, tact, courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, AND completion of a course in typing or six months of typing experience.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class
Adopted 4/27/12