

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: July 20, 2005
Salary Schedule: 20; Row: 19

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

**JOB TITLE: ATTENDANCE TECHNICIAN/REGISTRAR/HEALTH AIDE -
BILINGUAL**

JOB PURPOSE STATEMENT: To accumulate, prepare, and maintain detailed accurate daily, monthly, and quarterly attendance reports in accordance with requirements prescribed by the auditors and district office; to perform a variety of complex and difficult duties pertaining to the establishment, maintenance and monitoring of the permanent school records of students; and to perform the duties of a Health Aide.

JOB FUNCTIONS:

- Prepares accurate daily absence reports, Master Absence list, quarterly ADA reports, and reports related to S.A.R.B. referrals and the intervention process, and routine correspondence
- Issues admittance and tardy slips and student passes
- Monitors absences brought in by students and investigates discrepancies and possible forgeries; and students with hall passes to call home
- Maintains files for Attendance Office (e.g., unexcused tardies and truant arrivals, check-out logs of students leaving during day, student attendance files, parent phone call log books)
- Communicates with students, parents, and staff on trancies, chronic attendance problems, school policies and procedures and various laws governing attendance
- Sets up Phone Master daily and for special events
- Recommends changes to attendance office procedures and systems to meet the changing needs of teachers, students, and administration
- Knows district policies/procedures and various laws governing attendance
- Knows standard bookkeeping practices
- Prepares, maintains, monitors, and secures the permanent school records of students
- Reviews, evaluates, and records student grades, course work, and credits earned for graduation and notifies counselors regarding deficiencies

JOB FUNCTIONS – continued

- Confers with counselors, teachers, administrators, parents, and student regarding graduation requirements
- Requests, interprets, and responds to inquiries regarding student records from other schools
- Checks and coordinates information to complete reports, summaries, and statistical reports
- Assists in researching and providing assistance to students in the preparation of forms for outside agencies
- Coordinates and reviews work of other personnel assigned to assist in updating and maintenance of records
- Knows legal provisions, policies, regulations, and guidelines governing the student record management process
- Communicates effectively with students, staff and the public
- Knows First Aid and Cardiopulmonary Resuscitation (CPR)
- Dispenses medications and keeps records of students seen and medications dispensed
- Attends training to perform First Aid and Cardiopulmonary Resuscitation (CPR), including dealing with blood borne pathogens
- Functions well in a busy office environment
- Communicates effectively with students, staff and the public
- Operates standard office equipment including use of computer applications
- Uses English/Spanish in both written and verbal form, correct spelling, grammar, and punctuation
- Performs basic arithmetic calculations
- Demonstrates organizational skills
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents and the display screen of various office equipment and machines

PHYSICAL ABILITIES (continued):

- Able to conduct verbal conversation in English/Spanish
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma
- Education supplemented by business or college training in office operations desirable

Experience:

- Two years of increasingly difficult office experience

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 45 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- Standard Red Cross First Aid Certificate
- CPR - Cardiopulmonary Resuscitation Certificate
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance