

WICKENBURG UNIFIED SCHOOL DISTRICT

JOB TITLE: RECEPTIONIST/ATTENDANCE CLERK (Elementary)

Position Type: Non-Exempt	Department: Support Staff
Salary Schedule: Classified Grade 6	Reports to: School Principal
Salary Range: \$9.16 - \$11.26	Location: Hassayampa Elementary School
Term of Employment: 9 Month Calendar	Date: 6/17/2015
Shift: Day	Approved by: Human Resources

We are creating excellent schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY: To contribute to effective school-public relations by prompt and courteous handling of all inquiries and visitors.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Coordinates and prepares attendance letters to be sent home;
- Prepares daily attendance list with phone call log of all calls home regarding absences;
- Updates attendance and cross-checks attendance;
- Prepares attendance reports as needed;
- Updates computer entries as needed to correct attendance;
- Answers phones and assists public with information or transfer to appropriate person or department;
- Files required State and district attendance reports;
- Provides homeroom teachers with attendance summaries at the end of each quarter;
- Maintains the office bulletin board looking seasonal and fresh;
- Coordinates the Books Are Fun program;
- Ensures all notes are delivered to homerooms in a timely manner;
- Complies with all rules, regulations and policies of the Governing Board.

MARGINAL DUTIES:

- Other job related duties as assigned by supervisor;
- Supervises students as necessary to promote student safety and well-being;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:

- Knowledge of applicable Federal, state, county and city statutes, rules, policies and procedures;
- Knowledge of applicable Wickenburg Unified School District and Hassayampa policies and procedures;
- Thorough working knowledge of all terminology and machines associated with the office;
- Skill in establishing and maintaining effective working relations with co-workers, vendors, students, parents, the general public and others having business with the school district;
- Skill in operating a personal computer utilizing a variety of software applications;
- Ability to work cooperatively with administration, district staff, school staff and students;
- May be required to work outside normal working hours;
- Ability to work effectively under time constraints;
- Must be detail-oriented, self-motivated, and able to work independently with minimal supervision;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Completes assigned tasks and projects in a competent and timely fashion;
- Must have a basic knowledge of computers;
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Communicates effectively with the immediate supervisor and other administrators;
- Responds promptly to questions and requests and seeks assistance when appropriate;
- Must be a team player and get along well with others;

Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream

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- Develops positive working relationships with school staffs and district office staff;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District's attendance standards as described in established guidelines.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- High school graduate or equivalent;
- Excellent public relations skills;
- Ability to work independently;
- Ability to work well with children and adults;
- Computer skills, i.e. keyboarding, utilizing software programs;
- Good organizational skills;
- One year related experience or training;
- Previous experience in an educational setting preferred.

COMMUNICATION SKILLS:

- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Must use appropriate grammar;
- Ability to communicate effectively;
- Must have legible handwriting.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

PHYSICAL DEMANDS:

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- May regularly lift and /or move up to 20 pounds;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate;
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EVALUATION: Annual evaluation by supervisor or designee in accordance with Board Policy.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. This is a temporary management guide tool, subject to change.