

ATTENDANCE CALLER

DEFINITION

Under general supervision, assists school administrators and staff with attendance; telephones parents and students regarding students' attendance; picks up and delivers attendance scanner sheets; and performs related work as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

EXAMPLE OF DUTIES

Telephones parents regarding various attendance problems including truancies and forgeries. *E*

Calls students to schedule/or makeup classes. *E*

Maintains simple records. *E*

Picks up the attendance scanner sheets and delivers them to the District Data Processing office using District vehicle or own properly insured vehicle according to established time schedules. *E*

Performs a variety of clerical work.

MINIMUM QUALIFICATIONS

Knowledge of:

1. District attendance policies and procedures.
2. English grammar; and
3. Effective communication skills.

Ability to:

1. Understand and carry out oral and written instructions;
2. Communicate effectively with parent from a wide variety of socio-economic and educational backgrounds; and
3. Comprehend and follow instructions.

EDUCATION AND EXPERIENCE

Individuals possessing the knowledge, skills and ability listed above are considered to possess the necessary education. Experience in dealing with the public.

WORKING CONDITIONS

Environment:

Office environment; subject to driving a vehicle to conduct work.

Physical Abilities:

Hearing and speaking to exchange information in person or on the telephone.

Special Requirement:

Safe driving record; willingness to use personal automobile and to travel to District Data Processing office from school site.

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7/92