

JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
12820 Pioneer Boulevard Norwalk, CA 90650-2894 (562)868-0431

*****PERMANENT DISTRICT EMPLOYEES ONLY*****

Job #117

September 18, 2019

ATTENDANCE CLERK JUNIOR
Salary \$15.71 - \$19.16 per hour (Range 222)

EXAMPLES OF DUTIES

Collects and inputs data; prepares and reviews daily attendance reports; assists the staff to maintain accurate attendance records; communicates in oral and written form in English and Spanish (desirable) with staff and parents regarding attendance problems; schedules the School Attendance Review Team (SART) and School Attendance Review Board (SARB); assists the school staff with general office routines and tasks; including the enrollment of students and transfer of student records.

MINIMUM QUALIFICATIONS

License

A valid California Driver's license.

Knowledge of:

Safe work practices. Modern office practices and procedures, including business correspondence, filing and standard office equipment; Business mathematics and statistical reporting practices; standard English usage, spelling, grammar and punctuation, record keeping and report preparation methods, interpersonal skills including tact, courtesy and patience; Attendance practices and procedures.

Ability to:

Use of the District's Student Information System, District's Auto Attendance Dialer and other technology to complete attendance and other office procedures; meet the physical, mental and environmental demands of position with/without reasonable accommodation; type from clear copy at a speed of **40 words per minute**; perform clerical work involving independent judgment and requiring accuracy and speed; compile and maintain accurate and complete records and reports; understand and follow oral and written instructions; establish and maintain positive relationships with students, parents, and the school staff; maintain a clean and orderly office space; contact parents, students and/or teachers as needed to resolve unexcused absences; comply with and explain District policies and State regulations regarding student attendance; work cooperatively with parents, students and staff; use good judgment; assure smooth and efficient school office operations; analyze situations accurately and adopt an effective course of action; answer telephones and greet the public courteously; complete work with many interruptions; read, write and communicate effectively in English; and work confidentially with discretion.

Skills:

Learning, interpreting, applying and explaining applicable rules, policies and procedures related to the work; perform a variety of responsible and office clerical support work with minimum supervision; making mathematical calculations quickly and accurately; compiling and maintaining accurate and complete records, files and reports; using sound independent judgment within general policy and procedural guidelines; entering retrieving and modifying data with a computer with sufficient speed and accuracy to perform the work; prioritizing own work, performing several tasks at one time and meeting critical deadlines; proficient in Microsoft Office.

Experience:

Previous school office experience preferred.

Education:

Proof of High School Diploma or equivalency.

WORK YEAR BENEFITS

This is an **11 month (Student Calendar), 3.5 hour per day position** at **EASTWOOD ELEMENTARY SCHOOL**. The hours are **9:45 a.m. – 1:15 p.m.** Person selected will receive paid vacation, holidays and sick leave.

APPLICATION PROCEDURE

Please apply via [EdJoin.org](https://www.edjoin.org) at <https://www.edjoin.org/Home/DistrictJobPosting/1232994>. The deadline for submitting an application is **SEPTEMBER 25, 2019 by 4:00 PM**. A test may be given.

A.D.A. REQUIREMENTS ON REVERSE SIDE

An Equal Opportunity Employer

ATTENDANCE CLERK JUNIOR

A.D.A. REQUIREMENTS

Physical, Mental and Environmental Demands:

Physical:

Sitting, walking level surface, occasional stair climbing, reaching, bending, use of both legs; fine coordination, wrist/arm motion, grasping/holding, use of all fingers, use of both hands; lifting object 1-15 lbs., carry/push objects 1-15 lbs., color vision, near vision, use of both eyes, normal hearing, distinguish sounds in transmission, speaking.

Mental:

Stress of deadlines, normal work standards stress, ability to work with interruption, reading, analyze problems and generate alternatives.

Working Conditions:

Office environment.

The Board of Education of the Norwalk – La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying: The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

<p>Title IX Coordinator (Nonstudent Issues): Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>	<p>Title IX, Title VI, and Title VII Coordinator (Student Issues): Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>
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