

CLASSIFIED JOB DESCRIPTION

JOB TITLE: Attendance Secretary/Payroll Technician	LEVEL: (on salary schedule)
REPORTS TO: Administrator	EVALUATED BY: Administrator
Work day:	7 hours
Work schedule:	8am – 4pm
Annual number of work days:	197 + additional days as assigned
Personal days:	10
Paid holidays:	0
Qualifies for benefits:	Yes

DESCRIPTION

Employee performs a variety of clerical duties requiring good communication skills; utilizes specialized knowledge and judgment involving frequent and responsible public contact; maintains and ensures confidentiality of private information; provides timely entry of a variety of attendance and other data into various complex computer software programs; executes semi-monthly payroll for all staff; performs other duties as assigned.

DUTIES & RESPONSIBILITIES:

Computers

1. Uses excellent computer skills
2. Understands and skillfully uses a variety of computer software including but not limited to: Word, Excel, Outlook, Aeries, ESCAPE, California Basic Educational Data System (CBEDS), California Longitudinal Pupil Achievement Data System (CALPADS), Principal Apportionment Revenue & Attendance Data Collection Software
3. Acts as primary liaison with Aeries tech support; maintains updates in Aeries for student report cards
4. Coordinates One Call Now parent notification system
5. Uses internet for research

Administrative Functions

1. Performs CALPADS administration
2. Performs CBEDS administration
3. Inputs master class schedule for 7th and 8th grade students in Aeries
4. Inputs and updates student report cards in Aeries; prints report cards and follows distribution guidelines
5. Coordinates student behavior incident recordkeeping in Aeries

Attendance Functions

1. Oversees and maintains attendance logs and files
2. Calls families to clear unverified absences, or over 30 minute tardiness
3. Provides accurate and timely entry of a variety of attendance information, and other data into various software programs
4. Compiles and summarizes data on student enrollment and attendance
5. Performs attendance accounting: daily attendance, monthly attendance, period attendance
6. Prepares and types School Attendance Review Board (SARB) letters, forms, records, reports, statistical information, and other documents
7. Represents LEA (Local Educational Agency) for attendance reporting and staff reporting
8. Coordinates attendance awards program as directed
9. Makes attendance records available for audit

Payroll Preparation

1. Monitors and prepares payroll functions within established deadlines
2. Reviews all classified and certificated time cards and payrolls, which includes regular and substitute employees and overtime compensation, to verify they are in accordance with contracts
3. Reviews payroll reports to ensure employees are being paid accurately
4. Reviews and corrects voluntary and involuntary payroll deductions
5. Gives assistance with the processing and monitoring of employee leaves

General Office

1. Greets and screens visitors cordially (secondary receptionist); provides accurate information; attends to visitors' needs
2. Maintains office presence while performing a variety of duties
3. Communicates well with administrator, other office staff, teachers, students, families, and the general public
4. Maintains visitor log and student check-in/check-out log
5. Operates multiline telephones (secondary answerer); uses professional, helpful, courteous manner; screens calls
6. Assists with lunch fundraiser orders and payments
7. Receives monetary donations, writes receipts, and delivers donations to business manager
8. Operates and learns various office machines; understands copy machine functions; assists others to make copies
9. Coordinates maintenance/repair of copy machines
10. Coordinates school telephone system: arranges maintenance and repair with TeleCom Services; keeps general outgoing greeting up to date; changes individual teacher greetings annually; instructs faculty and staff on phone system usage as needed
11. Takes responsibility for upkeep of a clean, beautiful, welcoming front office; removes out of date/inappropriate flyers from office windows; files posted Charter Council Agendas

Health

1. Provides first aid (secondary responder) to students and staff
2. Administers student medication as directed

Safety

1. Participates in emergency drills and procedures

EMPLOYMENT STANDARDS:

Knowledge of: State laws and regulations governing areas of responsibility

Ability to:

1. Rapidly learn methods and materials used in a variety of situations
2. Independently learn and master new computer software
3. Work with minimal supervision
4. Be punctual and meet all schedules and deadlines
5. Maintain confidentiality
6. Exhibit flexibility
7. Maintain order and efficiency in the busy front office
8. Communicate appropriately in a personable manner with children, parents, co-workers, school administration, and the public
9. Understand and carry out oral and written instructions
10. Read, interpret and apply rules, regulations and policies
11. Use English in oral and written form, using correct grammar, punctuation and spelling
12. Use a computer with excellent competency
13. Use with proficiency: Microsoft Word, Excel, Outlook and social media
14. Prioritize clerical tasks
15. Perform advanced clerical functions
16. Perform arithmetic calculations
17. Perform accurate recordkeeping
18. Master numerical, alphabetical and subject-matter filing systems
19. Operate standard office equipment
20. Sit or stand for prolonged periods

DESIRED QUALIFICATIONS AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily.

1. High School Diploma or equivalent
2. Three years prior job experience in clerical and office administration
3. Excellent computer competency
4. Proficiency with Microsoft Office Suite (on site test required)

5. Bilingual in English and Spanish desirable (fluency may be assessed)

LICENSES AND OTHER REQUIREMENTS:

1. Pass criminal history background check
2. Evidence of negative tuberculosis test within last 4 years
3. Possession of valid CPR certificate and basic first aid certificate, or ability to obtain certification within 6 months of hire
4. Valid CA driver license

ENVIRONMENT:

Noisy, busy environment that includes comings and goings of elementary-aged children and their parents; must be able to drive or travel as a passenger in a car, sometimes for hours, to attend meetings and training sessions. Exposure to ill children, head lice, infectious agents, disease, bodily fluids.

PHYSICAL ABILITIES:

Seeing to read a variety of materials; hearing and speaking to exchange information; speaking so that others may understand at normal levels and on the telephone; dexterity of hands and fingers to operate a computer keyboard and other equipment for frequent and extended periods of time; sitting, standing, walking, twisting, stooping, crouching, kneeling, bending over at the waist, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-25 pounds to waist height.

HAZARDS:

Driving a vehicle during adverse weather conditions.