

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTIONS

Position:: Attendance Aide Educational Assistant

Supervisor: Principal/Assistant Principal

General Job Description: To assist administration, students, teachers, staff, parents, and visitors in any way necessary, with maximum attention devoted to maintaining daily attendance records of each student within the school.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project an over-all concern for personal appearance as it relates to job performance.
8. Complete daily attendance records entering data into the computer.
9. Complete and forward telephone messages. Serve parents/visitors as they arrive at the office in need of assistance.
10. Validate attendance sheets for students signing out of school or arriving late.
11. Filing typing, photo copying, and correspondence.
12. Maintain confidentiality.
13. Complete reports with accuracy and forward in a timely manner.
14. Attendance/Absence
 - a. Collect attendance slips.
 - b. Call the parent/guardian of each student absent to find out the reason.
 - c. Be aware of excessive/unexcused absences. When this occurs obtain approval from the Principal or Assistant Principal to send a notification letter to the parent/guardian.
 - d. Enter absences in computer.
15. Assist the principal/assistant principal with deposits, writing receipts and collection of monies only when the secretary is absent.
16. Keep emergency file and rolodex up to date.
17. Assist in sorting school mail in teachers boxes.
18. Assist secretary when needed.
19. Assist in ordering and delivery of supplies.
20. Send cumulative folder to receiving school or to Central Office.
21. Assist with visitor passes.
22. Enter withdrawals and new students into the attendance program on the computer.
23. Make sure a copy of the child's documented attendance sheet is filed in their cumulative folder when the child withdraws from school.
24. Assist with the completion of the 20 day report.

Additional Duties and Responsibilities:

1. Assist with carnivals, open house, deposits, work orders, and fund raisers.
2. Run errands.
3. Tend to injuries/illness in the absence of the school nurse or until the school nurse can take over.
4. Administer medications following established District policy procedures and guidelines including but not limited to a signed parental/guardian medication form.

5. Other tasks as may be deemed appropriate and necessary by the immediate supervisor and/or the superintendent.

Qualifications:

1. High School Diploma or GED equivalency.
2. Experience working in an office setting.
3. Demonstrate knowledge of basic office procedures.
4. Preferred knowledge and skill of computer function and operation.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting or carrying (up to 50 pounds), reaching, climbing stairs, squatting, kneeling, and moving light furniture may be required.

Safety and Health:

1. TB test.
2. Knowledge of universal hygiene precautions.
3. Use of rubber gloves relating to student injuries and illness.
4. CPR and first aid training preferred.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology, multi-line phone system, and copier.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. Must be able to work under stressful conditions.

Terms of employment:

Salary and work year to be established by the Board.