

**EAST VALLEY INSTITUTE OF TECHNOLOGY
JOB DESCRIPTION**

JOB TITLE: Attendance Clerk/Receptionist

DIVISION: School **STATUS:** Full-Time/Non-Exempt

DEPARTMENT: Support **TERM:** 12 months

GENERAL PURPOSE: Under general supervision the Attendance Clerk performs a variety of routine and complex clerical duties related to student attendance and the maintenance of computerized student records for EVIT and Satellite Campuses.

SUPERVISION RECEIVED: Administration will directly supervise the Attendance Clerk.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES:

- ◆ Works closely with Administration to ensure that proper student attendance is recorded for EVIT and Satellite campuses.
- ◆ Works closely with Administration to make calls to parents/guardians and or home high schools to ascertain reasons for absences and/or tardiness, i.e., if such absences are lawful or known to parents; resolves issues and documents contacts.
- ◆ Runs daily attendance reports to ensure that instructors are inputting attendance for morning and afternoon classes.
- ◆ Compiles attendance records for school district; issues attendance permits to students and answers inquiries.
- ◆ Collates data, prepares and submits required state reports per Arizona Department of Education (ADE) guidelines.
- ◆ Ensures confidentiality of all program records and student information.
- ◆ Assists in directing students and parents that enter the front office.
- ◆ Develops and establishes effective working relationships with sending school personnel and EVIT staff.
- ◆ Develops a strong understanding of attendance requirements pursuant to State guidelines.
- ◆ Works cooperatively with program instructors while monitoring student progress.
- ◆ Also acts as receptionist.
- ◆ Attends meetings and training per requirements of the Supervisor.

- ◆ Participates on school committees as determined annually.

MINIMUM QUALIFICATIONS:

- ◆ Any combination equivalent to graduation from high school or equivalent, supplemented by completion of post-secondary coursework in secretarial training preferred; *and*
- ◆ Two or more years of increasingly responsible secretarial and clerical experience; *or*
- ◆ An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Possesses effective written and verbal communication skills.
- ◆ Knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites.
- ◆ Knowledge of computerized student record programs, such as Power School.
- ◆ Knowledge of record keeping procedures, including the ability to collect and organize data and information.
- ◆ Ability to develop effective working relationships with supervisors, co-workers, parents and students and the general public.
- ◆ Ability to work with diverse populations, including working with youth, young adults and adults effectively.
- ◆ Ability to work independently and to manage work assignments, meet schedules and time-lines and to deal with stress caused by workload, deadlines, and situations as they occur.
- ◆ Ability to work in a flexible time schedule.
- ◆ Must be tactful, have good interpersonal skills and sound judgment.

WORKING CONDITIONS:

- ◆ The employee hired for this position will work a basic 40-hour workweek and will work in a well-lit office environment in a school setting. The employee will be provided a desk, computer workstation and a telephone. Hours are typically 7:00 a.m. – 3:30 p.m., but may be flexed within the workweek if job related responsibilities are required outside the normal work hours. 30 minutes are allotted for lunch.
- ◆ The employee will interact with many types of personalities as well as with other individuals, i.e., family members or friends who may be unruly, angry, difficult or indifferent. All these factors may contribute to a stressful environment.

- ◆ This position is eligible for paid Federal, State, and District approved holidays during the 12-month working period.
- ◆ 90% of the employee's time will be spent at a computer workstation and/or on the phone speaking to school personnel or the student's parents/guardians.
- ◆ Applicable Arizona Statutes pursuant to Title 15 (Education), Title 13 (Criminal), and Title 38 (Public Officers and Employees) prevail. Proof of immunization (*if born on or after January 1, 1957*) and fingerprinting shall be required of all employees.

I FULLY UNDERSTAND THE JOB DUTIES, RESPONSIBILITIES, AND WORKING CONDITIONS THAT ARE OUTLINED ABOVE AND THAT HAVE BEEN DISCUSSED WITH ME BY MY SUPERVISOR ON _____.

Employee's Signature

Date

Supervisor's Signature

Date