

ATTENDANCE AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is work consisting of routine tasks and involves the performance of standardized clerical functions following prescribed procedures. A high degree of accuracy in recordkeeping and mathematical calculations is essential. The work is reviewed by immediate observation, by checking completed work or by spot check. Performs a variety of routine clerical work involved in accurately recording pupil attendance in school. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Records and posts daily all student absences and tardiness;
Issues passes to late students and keep running list of early student dismissal;
Uses computer to record student attendance, verify schedules, and update family information;
Reports serious student attendance problems to appropriate school administrator and other designees;
Verifies class lists of students, periodically for accuracy of information;
Maintains daily enrollment of students by grade;
Prepares monthly attendance reports;
Types lists and forms;
Uses telephone to request and give routine information;
May operate copiers, calculators or other office machines;
May be assigned to monitor incoming and outgoing activity at the front entrance of the school, ensure visitors are authorized, and issue visitor identity badges/passes;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of basic computations and English; ability to understand and carry out oral and written instructions; ability to file alphabetically; ability to meet and deal with the public effectively; clerical aptitude; mental alertness, tact, courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma; or
- b) Two (2) years of clerical experience; or
- c) An equivalent combination of training and experience as indicated in (a) and (b) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.