King City Union School District

Counseling and Attendance Assistant

Under general supervision of the Middle School Administration and direction from the Middle School Counselor, this position is responsible for maintenance of student attendance records in the district's student data management system, maintain student master schedules, translate documents into Spanish/English, English/Spanish language, act as interpreter during parent/administrator /teacher/counselor meetings, represent school at court proceedings for attendance matters, and other duties as assigned.

Specific Responsibilities:

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to district policies and procedures regarding attendance, leave, and conduct.

The following is a list of duties that is representatives of the position that includes, but is not limited to,:

Attendance

- Collect and maintain attendance data on students.
- Prepare appropriate State attendance reports.
- Represent school at court proceedings for attendance.
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Counseling

- Input approved student schedule changes into the student data management system.
- Provide schedules to new students prepared by the administrator/counselor.
- Provide class rosters, reports and other student data documents.
- Provide student grade production and reports.

General

- Serve as home/school liaison and make in frequent home visits at the direction of the Site Administration.
- Translate documents into Spanish.
- Act as interpreter during parent/administrator/counselor/teacher meetings
- Provide first aid to students
- Assist in the monitoring of student health care needs
- Schedule meetings for parents/administrators/counselor/teachers
- Other related duties as assigned

Minimum Required Qualifications:

- To perform the job successfully, an individual must be able to perform each essential duty and /or responsibility satisfactorily.
- The requirements listed in the job description are representative of the knowledge, skills and/or abilities required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Desirable Qualifications:

- Prior experience in school office operation,
- Knowledge of California public schools student attendance regulations and procedures
- Advanced technology and computer applications
- Knowledge of School office practices and procedures

Education and Experience:

- Any combination of education equivalent to high school diploma
- Experience working in a public school setting with parents, students, administrators and teachers.
- Proficiency with word processing and spreadsheet (Excel) computer applications.
- Type with speed and accuracy at a level sufficient to perform the duties of the position.
- Bi-literate in English and Spanish

Ability to:

- Prioritize work load requirements in a daily schedule
- Understand and follow both oral and written instructions in English
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with students
- Work cooperatively with a team
- Analyze situations accurately using good judgment and adapt an effective course of action
- Willingly learn new skills and software programs

License:

- Possess an appropriate, valid California driver's license and evidence of insurability.
- Possess a First Aid Certificate; or acquire a certificate within probationary period.

Board Approved 12/11/13