

PINELLAS COUNTY SCHOOLS
FLORIDA

PCSB: 6067
Pay Grade: D08

FLSA: Non-Exempt

ATTENDANCE / PROGRESS ASSISTANT

MAJOR FUNCTION:

Performs moderately complex clerical duties and instructional support work assisting the GOALS/TEAM teachers in maintaining student attendance, preparing reports, and general clerical tasks related to classroom teaching. Provides communication link between GOALS/TEAM staff and parents. Work is performed under general direction and is reviewed through conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Applies basic knowledge of clerical techniques, school rules and regulations and School Board policy in the performance of duties related, but not limited to, student attendance, records maintenance, and parent communication.
- Receives and places telephone calls regarding attendance and other school problems as they pertain to GOALS/TEAM students and provides information in reply to specific questions; notifies parents of student absences.
- Maintains records and correspondence regarding attendance, Progress Reports, Success Plan, Application Form, Agreement Form, and Information Sheet.
- Attends core team, inservice, staff development and other related meetings as requested.
- Collects and tabulates data for county reports; computes average daily attendance figures, grade point averages and other pertinent statistical information.
- Types from copy, rough draft, or general instructions: memos, letters, forms, reports.
- Makes copies, maintains files.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, plus one (1) year of clerical, experience in a school setting; or an equivalent combination of education, training and experience.

ISSUED: 6/87 PBL; BOARD APPROVED: 9/23/87; REVISED: 7/90 MW; (TITLE); BOARD APPROVED: 8/22/90; REVISED WC: 4/04 LM; REVISED MF, D&R; 11/06 AK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

ATTENDANCE / PROGRESS ASSISTANT

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthl y	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				