

McFARLAND UNIFIED SCHOOL DISTRICT



601 Second Street, McFarland, CA 93250

Office (661) 792-3081

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Posting Date: August 17, 2021

The McFarland Unified School District (MUSD) is now accepting applications for the following classified position:

ATTENDANCE CLERK/RECORDS TECHNICIAN II

Work Site – San Joaquin High School

Positions – 1

Work days – 11 month position, 8 hours/day (7:00 a.m. – 4:00 p.m.)

Salary - \$19.06 - \$24.31 per hour

Filing deadline - August 27, 2021

Under the direction of an assigned Principal, perform clerical duties related to student attendance accounting and record-keeping at an assigned high school site to assure accurate Average Daily Attendance (ADA) reporting; verify excused and unexcused absences; prepare truancy report and issue detention slips according to established procedures; serve as a liaison and technical resource regarding student attendance, discipline and related issues, policies, procedures, rules and regulations.

(Full job description available on Edjoin.org)

QUALIFICATIONS:

- High school diploma or equivalent
- Passage of District's Attendance Clerk test with a score of 80% or better (Qualified applicants will be contacted with testing date. NO WALK-INS will be allowed)
- 3 years general clerical experience involving record-keeping and frequent public contact

DOCUMENTS REQUIRED:

1. Complete application
2. Copy of high school diploma or equivalent.
3. Resume with 3 years of work experience and
4. Three (3) **signed** professional letters of recommendation

**Applications available at McFarland Unified School District Office at
601 Second St. or apply online at: www.edjoin.org**

The person selected for this position will be subject to pre-employment drug screening and fingerprint criminal history clearance (paid by MUSD) through the California Department of Justice, per BP 4112.41, AB160, and AB162, prior to the candidate's date of employment

The McFarland Unified School District wishes to thank all applicants for their interest in this position. Positions may be re-advertised or applications deadlines extended at the discretion of the District.

**ANY APPLICANT WHO ATTEMPTS TO CONTACT OR CONTACTS INDIVIDUAL BOARD
MEMBERS WITH THE INTENT OF INFLUENCING THE DECISION OF
THE DISTRICT WILL BE DISQUALIFIED FOR THIS POSITION.**

AN AFFIRMATIVE ACTION EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION