



JOB DESCRIPTION
Attendance Clerk – High School

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The Attendance Clerk, under the direct supervision of the campus principal, coordinates attendance accounting with central office, district hearing officer, and PEIMS, and assists in efficient operation of attendance office.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- One to Two years data entry experience

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to use personal computer and software to develop spreadsheets and databases, and do word processing
- Proficient typing, keyboarding, file maintenance, and 10-key skills
- Ability to meet established deadlines
- Ability to work with students, teachers, and parents in a positive manner

DUTIES AND RESPONSIBILITIES:

1. Collects and accounts for class attendance slips.
2. Ensures the accurate and efficient accounting of daily attendance with teachers and parents.
3. Coordinates and programs daily attendance information into the data processing program in compliance with the state laws of Texas and policies of the local district.
4. Prepares an accurate daily student attendance summary from the teacher's class roll sheets for each class period.
5. Transposes a neat, daily record of bonafide student absences, tardiness, and membership into the Data Processing program.
6. Assists in closing and tabulating the attendance accounting in the data processing program at the end of each reporting period.
7. Issue tardy and absentee slips to students.
8. Verifies student absentees during the day by phone and reports truancy or excessive absenteeism to the assistant principal.
9. Coordinates and records the arrivals and departures of students with parents during the day.
10. Maintains a log of unexcused absences and reports excessive unexcused absences to the assistant principal.
11. Maintains an up-to-date locator card for all students.
12. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate (verbally and written), understand verbal instructions, read, compute and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry weight (under 15 pounds), sit, hear, speak, visual acuity, and repetitive hand motions.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Calculator

Paraprofessional Pay Grade: 3

Days: 193

Wage/Hour Status: Nonexempt

Updated: May 16, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.