



JOB DESCRIPTION **Attendance Officer Clerk**

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The Attendance Office Clerk, under the direct supervision of the Attendance Officer, provides clerical services and assists with the daily operation of the student attendance department, ensures the accurate and efficient accounting of daily attendance and works with students, teachers, and parents in a positive manner. .

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

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

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient keyboarding, word processing, and file maintenance skills
- Effective communication and interpersonal skills
- Ability to follow written and oral instructions
- Basic math skills
- Strong organizational skills
- Ability to work well and in a positive manner with students, employees and the public

DUTIES AND RESPONSIBILITIES:

1. Utilizes the student pentamation program to verify attendance information in compliance with the state laws of Texas and policies of the local district.
2. Transposes an efficient record of bonafide student absences, tardiness, and membership into the data processing program.
3. Assists in closing and tabulating the attendance accounting in the data processing program at the end of each reporting period.
4. Verifies student absentees using telephone inquiries and reports truancy or excessive absenteeism to the attendance officer.
5. Maintains a log of unexcused absences for the attendance officer.
6. Receives telephone communications and telephone referrals, routes to the appropriate staff, and maintains an accurate log of each.
7. Prepares written correspondence and reports. Sends letters to schedule appointments with parents.
8. Duplicates reports, memos, surveys and other correspondence as required.
9. Processes mail, faxes and other correspondence in an orderly manner when requested of the department.
10. Maintains and updates all files containing information involving student attendance.
11. 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), concentrate, reason, understand verbal instructions, read, compile and compute, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds), hear, speak, maintain, visual acuity, kneel, crouch, and stoop.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic computer equipment

Paraprofessional Pay Grade: 3

Days: 185

Wage/Hour Status: Nonexempt

Updated: June 23, 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.