



JOB DESCRIPTION
Attendance Aide – High School

JOB DESCRIPTION:

The Attendance aide under the direct supervision of the Principal, assists with the clerical functions pertaining to the Attendance Office.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Some clerical experience required

ADDITIONAL REQUIREMENTS:

- Skills testing may be required

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to use personal computer
- Effective organizational skills
- Ability to work well and in a positive manner with students, peers, and the general public
- Ability to follow written and oral instructions
- Ability to operate a multi-line phone system

DUTIES AND RESPONSIBILITIES:

1. Writes out admit to classes form.
2. Answers a multi-line phone system, takes messages and routes to department staff.
3. Maintains a sign-in and sign-out sheet.
4. Assists attendance clerk in preparing attendance records daily and at the end of the year.
5. Records and files notes.
6. Inputs tardies and absences daily into local computer.
7. Collects homework assignments.
8. Delivers emergency messages, notes, and supplies to students.
9. Locates students for parental, medical or emergency needs.
10. Calls parents of students that are chronically absent and/or tardy.
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), understand verbal instructions, read, compile, instruct, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds). Moderate standing, stooping, bending and lifting.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED

Basic Office equipment
Personal computer

Paraprofessional Pay Grade: 2
Days: 185
Wage/Hour Status: Nonexempt
Updated: November 21, 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.