



JOB DESCRIPTION

Attendance Clerk/Receptionist – Early College Academy

JOB DESCRIPTION:

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.

As the Receptionist, this person contributes to an effective campus office by prompt and courteous handling of all inquiries, visitors and telephone calls, and provides clerical assistance for campus personnel.

A positive outlook and the desire to do whatever is needed to ensure student success is a must.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

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

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- DURING THE INITIAL YEARS OF THE JUDSON EARLY COLLEGE ACADEMY, THE DUTIES OF THE RECEPTIONIST AND THE ATTENDANCE CLERK WILL BE COMBINED

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 well with students, teachers, and all visitors in a positive manner
- Ability to follow written and oral instructions
- Effective organizational skills
- Ability to be punctual and dependable

DUTIES AND RESPONSIBILITIES:

1. Must be a team player.
2. Collects and accounts for class attendance slips.
3. Ensures the accurate and efficient accounting of daily attendance with teachers and parents.
4. 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.
5. Prepares an accurate daily student attendance summary from the teacher's class roll sheets.
6. Transposes a neat, daily record of bona fide student absences, tardiness, and membership into the Data Processing program.
7. Assists in closing and tabulating the attendance accounting in the data processing program at the end of each reporting period.
8. Issues tardy and absentee slips to students.
9. Verifies student absentees during the day by phone and reports truancy or excessive absenteeism to the principal/ assistant principal/counselor and AVID teacher.
10. Coordinates and records the arrivals and departures of students with parents during the day.
11. Maintains a log of unexcused absences and reports excessive unexcused absences to the assistant principal.
12. Receives and directs incoming calls, takes reliable messages, and routes to appropriate staff.

13. Courteously greets and directs campus visitors after visitors have completed the security check.
14. Assists with mail outs and other administrative areas when possible from reception hub.
15. Assists with all clerical duties and typing as needed.
16. Receives, sorts, and distributes mail, messages, documents and other deliveries.
17. Provides extended clerical support as required for the Secretary and bookkeeper, during summer months.
18. 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: 4

Salary Range: \$10.11 min./ \$12.64 mid./ \$15.16 max.

Days: 210

Wage/Hour Status: Nonexempt

Updated: February 12, 2009

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.