



JOB DESCRIPTION
Attendance/PEIMS Clerk – Middle School

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The Attendance/PEIMS clerk, under the direct supervision of the campus principal, coordinates attendance accounting with central office, district hearing officer, and PEIMS, and assists in the efficient operation of the 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. Retains an accurate and organized record of attendance to be kept for audit purposes.
2. Coordinates campus central office attendance reporting procedures.
3. Posts all absences into computer daily.
4. Prepares timely attendance reports.
5. Verifies student absences during the day by contacting parents.
6. Checks all students in or out during the day.
7. Maintains records of excessive absences and coordinates information with vice principals, counselors, social worker, and district attendance officer.
8. Prepares specific files for hearings for attendance cases.
9. Prepares campus attendance reminder letters mailed to parents.
10. Maintains an orderly office area.
11. Prepares various reports as requested by administrators counselors.
12. Answers incoming phone calls and parent drop-in questions regarding student attendance issues.
13. 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

Days: 193

Wage/Hour Status: Nonexempt

Updated: May 5, 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.