

PERSONNEL

**ATTENDANCE CLERK**  
**Salary Schedule 5 Range 3.5**

DEFINITION

Under general supervision, perform a variety of clerical duties related to attendance accounting and record keeping district-wide; contact parents and guardians to report and verify excused and unexcused absences; operate a computer terminal to enter and update attendance data.

EXAMPLE OF DUTIES

Provide accurate reporting for daily and period-by-period attendance of students; post absences in the computer from notes and phone logs; process and verify student absence information; verify excuses for student’s absence from class. Contact parents or guardian to determine and verify excused and unexcused absences. Perform a variety of clerical duties related to school sites attendance accounting and record management system. Prepare student attendance profiles for administrators, teachers and parents as requested; prepare suspension and amended verified lists. Communicate with students, teachers and parents regarding attendance and related issues; make and receive phone calls and notes regarding student absences. Provide student attendance information to staff, parents, social service agencies and authorities as requested; explain District policies and State regulations regarding school attendance and enrollment as appropriate; refer serious attendance problems according to established procedures; assist in identifying and resolving problems of students with frequent absenteeism; assist front office clientele by phone and/or in person.

DESIRABLE QUALIFICATIONS

Knowledge of:

Interpersonal skills using tact, patience and courtesy, telephone techniques and etiquette, operation of a computer terminal; Modern office practices and procedures and equipment, record keeping techniques, correct English usage, grammar, spelling, punctuation and vocabulary, oral and written communication skills, applicable section of State Education Code and other applicable laws.

Ability to:

1. Learn methods, procedures, policies and terminology used in accounting for student attendance.
2. Type at 30 net words per minute from clear copy.
3. Establish and maintain effective working relationships with others.
4. Operate a variety of office machines including a computer terminal, typewriter, and duplicating machines.
5. Meet schedules and timelines.
6. Communicate effectively with students, staff, parents and the general public.
8. Read, interpret, and follow rules, regulations, policies and procedures.
9. Perform clerical duties such as filing, duplications, typing, and maintaining records with speed and accuracy.
10. Work effectively in a busy office setting.

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|---------------|------------------------|------------------|------------------------|
| 1. Seldom     | = Less than 25 percent | 3. Often         | = 51-75 percent        |
| 2. Occasional | = 25-50 percent        | 4. Very Frequent | = 76 percent and above |

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| <u>4</u> | a. Ability to sit for extended periods of time.  |
| <u>3</u> | b. Ability to stand for extended periods of time and ascend and descend steps.   |
| <u>4</u> | c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. Ability to hear and understand speech at normal levels.   |
| <u>4</u> | e. Ability to communicate so others will be able to clearly understand a normal conversation.                                    |
| <u>2</u> | f. Ability to bend and twist, kneel and stoop.   |
| <u>2</u> | g. Ability to lift 50 lbs.   |
| <u>2</u> | h. Ability to carry 50 lbs.  |
| <u>3</u> | i. Ability to reach all directions   |

Education:

Completion of the twelfth grade.

Adopted: July 13, 2004

Revised: August 13, 2013