

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Title: School Attendance Clerk (D)

FLSA: Non-exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and under occasional supervision, performs clerical and data processing duties of moderate variety and complexity to maintain accurate and up-to-date student records; provides assistance to supervisor, co-workers, students and the general public as required. School Attendance Clerk reports to the school principal or assistant principal as assigned.

ESSENTIAL FUNCTIONS

Gathers and enters into computer all attendance information that is essential to student record keeping, including but not limited to daily absences and tardies, early dismissals, in-school suspension, homebound instruction, out-of-school suspensions and withdrawals; files all related attendance information;

Signs students in and out; issues tardy passes and early dismissal forms;

Maintains enrollment figures for all grade levels; classifies and enters student records with current EFA and EIA codes;

Compiles data for, prepares and submits various attendance reports as required, including unlawful absence reports, drop-out reports, funding reports, absence reports, civil rights surveys, refugee reports, etc;

Identifies and refers students with excessive absences to Principal; prepares parent notifications;

Identify truant students and prepare truancy packet for Department of Juvenile Justice;

Attend court and intervention meetings as necessary;

Assists teachers, administrators, staff and parents with attendance issues, problems or concerns;

Prepare reports for 45, 90, 135 and 180 day student attendance count to meet District and State Department requirements;

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate staff person;

Generates and customizes computer forms and reports using a variety of software programs;

Coordinates the transfer of data between schools and the District and State Department;

Ensures computer data security and integrity;

Attends meetings, training, workshops, etc. as appropriate to enhance job knowledge and skills; and

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Job requires a high school diploma or equivalent with a degree in Business or three years of verified secretarial, business or technical related experience.

Knowledge:

Job requires knowledge of grammar, spelling, and punctuation; working knowledge of departmental policies, procedures, and operations; and general knowledge of modern office equipment such as copiers and computers.

Skills/Effort:

Job requires good written and verbal communication, organization, basic mathematical, and telephone skills; ability to interact with co-workers, students and school staff in a courteous and professional manner; ability to follow directions of supervisor; and demonstrates initiative and follow-through of assignments during unsupervised times during the day.

Working Conditions:

Working condition is an office environment with no exposure to environmental conditions. The physical demands include lifting/moving/ up to 35 lbs. Berkeley County School District is smoke free.

Responsibility:

No budgetary or supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES / APPROVAL:

_____ Date: _____

_____ Date: _____