

Attendance Clerk High School

Purpose Statement

The job of Attendance Clerk High School is done for the purpose/s of ensuring accurate student attendance accounting; resolving attendance related issues; ensuring compliance with state reporting and documenting requirements; conveying attendance related information to appropriate parties; and providing general clerical support, information and/or direction as may be assigned at assigned school site.

Essential Functions

- Communicates with students, teachers, parents, district employees, etc. (e.g. courtesy calls to parents, attendance history, parent letters, passes to students, etc.) for the purpose of providing information and resolving attendance related issues.
- Distributes homework assignments received from teachers for absent students for the purpose of meeting student needs and district requirements.
- Distributes and/or receives attendance records for student entry and exit from campus during school hours (e.g. admission slips, late notices, class release forms, etc.) for the purpose of ensuring accurate reporting of excused absences and trancies.
- Maintains a variety of attendance and detention records, schedules, and files (written and electronic) (e.g. contact and telephone logs, student attendance, etc.) for the purpose of documenting activities and/or providing accurate information in compliance with district and state requirements.
- Notifies parents and/or guardians of student absences for the purpose of meeting district and state requirements.
- Operates automated student attendance system and other related software applications as needed for the purpose of accurate tracking and documentation of student attendance information.
- Participates in meetings and professional development presentations for the purpose of acquiring and/or conveying information required to perform job functions.
- Prepares attendance-related reports and related written materials (e.g. standardized/special reports, letters to parents, passes for students, incoming calls on attendance slips, record student detentions, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.
- Processes absence related documents and materials (e.g. analyzes discrepancies, corrects errors in attendance records, changes unverified absences to unexcused, verifies attendance codes, summer school program information, etc.) for the purpose of ensuring that data is accurate and disseminating information to appropriate parties.
- Researches discrepancies of attendance information and/or documentation for the purpose of ensuring accuracy of attendance data before processing.
- Responds to inquiries from a variety of individuals (e.g. students, staff, parents, probation officers, other schools, etc.) for the purpose of providing information and/or directions as may be required.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student attendance; business telephone etiquette; and office methods and practices.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups of individuals; working as part of a team; working with detailed information/data; meeting deadlines and schedules; setting priorities; working with frequent interruptions; and maintaining confidentiality.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status

Non Exempt

Approval Date

4/28/2010

Salary Grade

ADM 8