

BRAZOSPORT ISD JOB DESCRIPTION

Campus



Job Title: Attendance Clerk

Reports to: Principal

Dept./School: Assigned Campus

Employment Type: Nonexempt

Pay Grade: Clerical/Paraprofessional 2

Days: 187 or 204 depending on assignment

Primary Purpose:

Maintain accurate attendance records for the campus. Under close supervision, perform various data entry which includes but is not limited to attendance, absence reasons, and notes from parent/guardian, etc. Provide written permission for students leaving campus.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Ability to use personal computer software to develop spreadsheets and databases, and word processing

Proficient in keyboarding, 10-key skills, and file maintenance

Ability to meet established deadlines

Experience:

One to two years data entry experience preferred

General Employee Requirements

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the district.
- Follow and support board policies in areas of related responsibility.
- Ensure district resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of district success plans
- Actively participate in ongoing development to improve work quality and district contribution.
- Model integrity, work ethic, and professionalism as a suitable example for BISD students.

BRAZOSPORT STATEMENT OF NONDISCRIMINATION:

It is the policy of Brazosport ISD not to discriminate or engage in harassment on the basis of race, color, national origin, sex, religion, age, disability, or any other legally protected status in its educational and vocational programs, services or activities or matters related to employment as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination in Employment Act; Americans with Disabilities Act, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries regarding the Brazosport ISD non discrimination policies in the following areas should be directed to:

Students/Parents: FFH (EXHIBIT)

[District Contact for Title IX](#)

[District Contact for Americans with Disabilities Act \(ADA\) & Section 504](#)

Employment/Employees/Public: DIA (EXHIBIT)

[District Contact for Title IX, Americans with Disabilities Act \(ADA\) / Section 504.](#)

Call: 979.730.7000 or Write: P.O. Drawer Z, Freeport, TX 77542

Job Specific Requirements:

Records and Reports

1. Collect and enter attendance data into established database and verify accuracy of this data according to established procedures.
2. Prepare and print attendance reports as needed. Be prepared to prepare and print additional reports in the areas of attendance for purposes of truancy filings (ex: discipline, grades, etc.)
3. Maintain physical and computerized records, including (but not limited to) student cumulative folders, class rosters, parent/guardian notes, substitute teacher rosters, etc.
4. Assist parents, students, and faculty with questions regarding student attendance records.
5. Process and transmit requests for student attendance information.
6. Call parents to verify student absences as needed.
7. Report all attendance issues to designated administrator.

Other

1. Assist in campus office as needed.
2. May perform other duties as needed by campus
3. Maintain confidentiality.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

- **Tools/Equipment Used:** Standard office equipment including personal computer and peripherals
- **Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- **Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds)
- **Environment:** May work prolonged or irregular hours
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Revision Date: 2021