Position Title: Attendance Clerk, High School
Department: High School Building
Reports To: Principal

SUMMARY: Maintains attendance records and works to create a pleasant, helpful atmosphere for the staff, students, parents, and visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.
- Makes and receives telephone calls, takes messages, and routes calls.
- Enters all student attendance records into a computer on a daily basis.
- Responds to inquiries from students, teachers, and parents regarding attendance rules and absences.
- Compiles and submits a variety of daily, weekly, monthly, and year-end reports as required.
- Works with probation officer and police liaison officer.
- Admits late students and maintains records of their tardiness.
- Maintains all incoming statements to the school nurse regarding doctors’ appointments.
- Oversees student “sign out” process and maintains records of student absence due to appointments.
- Types, prepares, distributes, and files records, reports, and correspondence which are related to attendance.
- Operates standard office equipment, e.g., computer (data entry), typewriter, telephone, calculator, and copy machines and phone master.
- Prepares verification forms for teachers for one-period absences.
- Prepares computerized attendance sheets.
- Maintains regular attendance.

SUPERVISORY RESPONSIBILITIES:
- May occasionally supervise students.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:
- High school diploma or general education degree (GED). Previous office experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:
- None.

LANGUAGE SKILLS:
- Ability to read and comprehend instructions, correspondence, and memos.
- Ability to write
simple correspondence and routine reports. Ability to present information and respond to
questions from administrators, teachers, students, parents, and secretaries. Ability to
communicate using correct grammar. Ability to communicate clearly and concisely in both
oral and written form.

**MATHEMATICAL SKILLS:**
Ability to add and subtract two-digit numbers and to multiply and divide in all units of measure,
using whole numbers and common fractions.

**REASONING ABILITY:**
Ability to solve practical problems and deal with a variety of concrete variables in situations
where only limited standardization exists. Ability to apply common sense understanding to
carry out detailed written and/or oral instructions.

**OTHER SKILLS AND ABILITIES:**
Ability to operate personal and mainframe computers and related software. Ability to
develop effective working relationships with students, staff, and the school community.
Ability to communicate clearly and concisely, both orally and in writing. Ability to perform
duties with awareness of all related corporation policies and state requirements.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that
must be met by an employee to successfully perform the essential functions of this job.
Reasonable accommodations may be made to enable individuals with disabilities to perform the
essential functions.

While performing the duties of this job, the employee is required to lift and pull or push articles
up to 50 pounds. He/she sits most of the time but must walk frequently and, at times, stand.
The employee is required to reach with his/her hands and continuously to repeat the same
hand, arm, or finger motion many times as in typing. Manual and finger dexterity are
essential to the job. He/she is constantly working to meet deadlines with severe time
restraints. He/she must see and read fine print such as typed or handwritten materials and
have good depth perception (fine muscle control). The employee must, also, be able to hear
conversation in a noisy environment and to communicate clearly and concisely through speech.

**WORK ENVIRONMENT:** The work environment characteristics described here are
representative of those an employee encounters while performing the essential functions of this
job. Reasonable accommodations may be made to enable individuals with disabilities to
perform the essential functions.

The noise level in the work environment is acceptable to this environment. The noise level
can vary depending upon the daily activity but will still remain within the acceptable noise level
range. He/she is frequently exposed to infection (germs, bacteria, viruses). The employee
continuously interacts with the public, staff, and students. The employee must frequently
meet multiple demands from several people. The work environment includes inside and outside areas. The employee is exposed to CRT’s.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Approved by Board Agenda 8/14/2006