



## FLOWING WELLS SCHOOL DISTRICT JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>ATTENDANCE OFFICE CLERK (10 Month)</b>
<b>DEPARTMENT:</b>	School
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	04/26/2016

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### **SUMMARY:**

Involves duties related to the maintenance of school attendance records and performs specialized administrative assistant duties.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Maintains office in a professional, efficient and organized manner.
- Maintains general office files.
- Receives office visitors, answers phone calls, responds to inquiries, and assists parents, students, teachers, and other school personnel.
- Classifies, codes, records, and maintains student information and daily/period attendance records using District software.
- Compiles data, attendance reports, lists, and routine correspondence to the State Department of Education and other authorized persons.
- Registers new students and implements withdrawals.
- Maintains student cumulative files.
- Copies confidential student files for other school districts, agencies, and parents.
- Communicates with parents regarding student absences and provides information related to school attendance policies and procedures.
- Issues passes and admits to students.
- Assists health office staff.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing.
- Knowledge and understanding of administrative practices.
- Ability to efficiently complete clerical tasks.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.
- Skills in time management.

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- A high school diploma or equivalent.
- A minimum of 1 year clerical experience.

**Computer Proficiency:** Demonstrated general proficiency in computer programs including Microsoft Excel and Word.



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### **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 the 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 reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

### **WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with students, employees, external agencies and the public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*