



ATTENDANCE CLERK, MIDDLE SCHOOL

Rev. June 2022

Job No.: P226

Reports to: Principal or designee

Dept./Campus: Assigned Campus

FLSA Status: Non-exempt

Pay Grade: PP2

Term: 210 Days

PRIMARY PURPOSE:

To maintain daily attendance record keeping including data entry and adjustments and provide support to administrators on specific student attendance information.

MAJOR RESPONSIBILITIES AND DUTIES

- Collect, enter and maintain attendance and PEIMS data into student database including the update of parent/doctor notes.
- Prepare and maintain daily attendance summary, six weeks attendance reports and verify accuracy of according to established procedures.
- Assist parents, student, and faculty with questions regarding student attendance.
- Keep attendance files accurate and up-to-date and determine when disciplinary action is required.
- Prepare student data for PEIMS reporting, verify for accuracy.
- Assist with court referral process.
- Assist campus administration with preparation of reports and student data information.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Experience in data entry or general office work in office setting, preferably in public education environment.

Knowledge/Skills/Abilities:

- Ability to maintain accurate and auditable records; communicate effectively; manage multiple priorities and projects; use computer and application software; perform job requirements with limited supervision; and have a high level of accuracy in data entry and file maintenance skills.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand, remember, and communicate routine, factual information.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

ATTENDANCE CLERK, MIDDLE SCHOOL

Rev. June 2022

- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.