



**Position:** Office Campus

**Assignment:** Attendance Clerk ES-MS

**Wage/Hour Status:** Nonexempt

**Reports To:** Principal

**Pay Grade:** AS231/204 Days

**Dept./School:** Assigned Campus

**Date Revised:** Spring 2024

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**Primary Purpose:**

Maintain accurate attendance records for the campus. Under direct supervision, perform data entry including attendance, Public Education Information Management System (PEIMS) data, and grades.

**Qualifications:**

**Minimum Education/Certification:**

- High school diploma or GED

**Special Knowledge/Skills/Experience:**

- Ability to use computer and software to develop spreadsheets, databases, and do word processing.
- Proficient keyboarding, file maintenance, and 10-key skills
- Ability to meet established deadlines.
- Two years data entry experience

**Major Responsibilities and Duties:**

- Collect and enter daily attendance and PEIMS data into the established database and verify accuracy according to established procedures.
- Assist parents, students, and faculty with questions regarding student attendance.
- Prepare and print reports, including attendance reports, grades, class or personnel rosters, end-of-semester reports, or accounting reports.
- Maintain physical and computerized records, including student cumulative folders, progress and failure reports, class rosters, grade books, and schedule changes if applicable.
- Maintain student records and process requests for student information and transcripts. Process new student records, including transcripts and records from other schools.
- Process new student records including requesting transcripts and records from other schools, setting up cumulative folders, and entering student data into appropriate databases.
- Assist parents, students, and faculty with questions regarding student attendance.
- Process and transmit requests for student information and transcripts
- Contact parents/guardians to verify student absences as needed and report attendance problems to designated administrator.
- Compile, maintain, file, and distribute all reports, records, and other documents as required following established procedures.
- Assist in the campus office as needed.
- Maintain confidentiality.

**Mental Demands/Physical Demands/Environmental Factors:**

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

**OTHER:** All employees are to follow district safety protocols and emergency procedures.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

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Signature

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Date

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Print Name