



TITLE:	Attendance Clerk	STATUS:	Non-Exempt/At-Will
REPORTS TO:	PEIMS Attendance Coordinator	TERMS:	199 Days
DEPARTMENT:	Information Systems	PAY GRADE:	PT4

PRIMARY PURPOSE:

To assure that no student enrolled in the district gains less than full advantage from his/her educational opportunities as a result of attendance problems.

QUALIFICATIONS:

Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

Acceptable skill in clerical tasks, including the use of computers

Ability to successfully interact with students, professional employees, parents, and district patrons

Ability to read and understand operating instructions and prepare complex reports

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

At least one year's experience with clerical or related duties

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

Essential Functions:

1. Demonstrate expertise in and complies with applicable federal, state, and district policies and procedures. Able to research information and cite sources, when requested.
2. Maintain a current filing system in accordance with district guidelines. Able to locate filed documents upon request.
3. Compile attendance records and produce accurate reports as required. Assures the correctness of attendance and PEIMS information. Coordinate free/reduced lunch, chapter, at risk, gifted and talented, ESL, and similar program information, as required.
4. Collect and post UIL and 4-H eligibility grade checks for all sports in accordance with UIL guidance, as required.
5. Update new addresses and phone numbers for each student.
6. Assist with the management of inventory documentation.



7. Assist federal and state education officials, district administrators, district legal advisors and financial auditors, law enforcement and welfare agencies, district patrons, and officials from other public school districts, as required.
8. Refer students suspected of living out of the district to the home liaison officer for residency check.
9. Inform parents of child's excessive absences. Refer students with excessive absences to home liaison officers and court, when appropriate.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date