

**JOB DESCRIPTION
ATTENDANCE CLERK**

11e.

TITLE: Attendance Clerk

QUALIFICATIONS:

- Minimum high school diploma or equivalent
- Competent use of office machines: calculators, computers, databases, word processors, fax machines, and copiers
- Strong interpersonal communication skills and working knowledge of business English, office policies, and procedures
- Reliable attendance and work ethic
- Other requirements as outlined by the Board and by Administration
- Good physical condition with ability to lift 10 pounds

REPORTS TO: Building Principal

JOB GOAL: To assume the responsibility for the efficient operation and maintenance of all matters concerning student attendance of the school.

PERFORMANCE RESPONSIBILITIES:

1. Maintain accurate student attendance records per state and local requirements.
2. Maintain accurate records of all phone calls concerning reasons for absences.
3. Input all absences into the computer.
4. Copy and distribute absentee list to administrators and designated teachers, to include ISI and OSS students).
5. Make a concerted effort to have verbal contact with parents of all absent students.
6. Refer compulsory-age students to Attendance Officer, in accordance with MS Code 37-13-91.
7. Report attendance status daily to Attendance Officer on referred and court-ordered students.
8. Reconcile posted absences with check-ins, check-outs, call-ins, and doctor's excuses and make changes accordingly.
9. Establish and maintain general files for to include referrals, doctor excuses, and all Correspondence.
10. Sign students in, issue passes, and contact parents concerning chronic tardiness.
11. Check attendance by period/block for discrepancies.
12. Providing assistance and counsel to the principal pertaining to student attendance matters.

TERMS OF EMPLOYMENT: 185 days Classified/Non-Exempt

EVALUATION: Performance of this job will be evaluated by the supervising administrator.

Approved by the School Board on: July 11, 2006
June 10, 2008
July 15, 2025