

**JOB TITLE:** Clerk, Attendance

**STATUS:** Non-exempt

**REPORTS TO:** Principal

**TERMS:** 205 days

**DEPARTMENT:** Campus (ELEM/MS)

**PAY GRADE:** AS203

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**PRIMARY PURPOSE:**

Maintain accurate student attendance records and keep student PEIMS data and permanent folders current.

**QUALIFICATIONS:**

**Education:**

High school diploma or GED equivalent

**Special Knowledge/Skills:**

General knowledge of office procedures. Must have excellent organizational skills and be proficient in typing, keyboarding and filing maintenance. Accurate computer skills. Excellent communication skills.

**Experience:**

Two years office experience—preferably in a public education environment

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Coordinate and prepare registration materials for kindergarten and new student registration.
2. Enroll new students making sure all requirements are met.
3. Enter and maintain all student data in Skyward.
4. Maintain record of enrollment, withdrawals, and requests for new student records and keep accurate records of the reason for the withdrawal including the name of transferring district.
5. Keep current record of campus enrollment/withdrawal log.
6. Verify home language survey.
7. Coordinate with ESL/Bilingual and Special Ed teachers regarding the Oral Language Proficiency testing.
8. Copy and mail or send via T-REX student records when requested by another school district, request records for all newly enrolled students, and maintain data on receipt of records.
9. Code students in Skyward for:
  - Title 1
  - At-risk
  - LEP/Bilingual/ESL
  - Migrant
  - Homeless
  - Transfer
  - Immigrant
  - Retained
  - Special Education Data
10. Make any grade corrections or changes to student progress reports/report cards in Skyward as needed.
11. Create and generate various student reports in Skyward for campus staff.
12. Generate and send home attendance letters on a regular basis.
13. Generate accurate Skyward reports for all items in number 8 and for:
  - Gifted and talented students.
  - Economically disadvantaged students.
  - Support district student funding by maintaining accurate student attendance report.

- Maintain and distribute daily, weekly, and six weeks absence reports.
14. Coordinate on-line registration at campus level
  15. Registration – Generate class placement cards
  16. Liaison between schools and transportation department for Pre-Kindergarten and Kindergarten bus registration.
  17. Responsible for guardianship, transfer papers and court orders.
  18. Support district student funding by maintaining accurate student attendance report.
  19. Format and process student master schedules.
  20. Process all changes and adjustments in student schedules
  21. Accurately code and enter all student absences and excuses in Skyward for student attendance committee.
  22. Maintain honor roll and perfect attendance awards each six (6) weeks.
  23. Assist with the issuance of admittance slips for excused or unexcused absences and maintain an accurate listing of all absence excuses.
  24. Regularly consult with students/parents on tardies and absences, reminding them of the resulting penalties according to the compulsory attendance laws.
  25. Generate and send home attendance letters on a regular basis.
  26. Work with administrators and student outreach officer for truancy filing.
  27. Properly store reports, records and attendance notes at the end of the school year.
  28. Maintain PEIMS records.
  29. Assume the responsibility of maintaining the permanent records including their security; maintain accurate listing of all absence excuses.
  30. Serve as liaison between schools and parents regarding use of Skyward technology and all student data.
  31. Investigate reports of false residency.
  32. Prepare affidavits for families living with other families and determine when to send a family to the office of Student Affairs at the Educational Support Center for guardianship papers.
  33. Verify data submitted to TEA and submit corrections in a timely manner.
  34. Update student folders at end of year and distribute to appropriate feeder schools.
  35. Answer telephone, screen and direct calls, answer questions, take and route messages.
  36. Attend technology and attendance/registrar meetings and training sessions.
  37. Accurate and consistent use of Time Clock Plus and AESOP
  38. Perform other duties as may be assigned by principal and or assistant principal.

**MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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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, duties, and skills that may be required.

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.

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Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date