



SEGUIN INDEPENDENT SCHOOL DISTRICT Job Description

JOB TITLE:	Attendance Clerk (PK, and Elem)	WAGE/HOUR STATUS: Non-Exempt
REPORTS TO:	Principal	PAY GRADE: Clerical/Tech (4)
DEPT/SCHOOL:	Campus	DAYS EMPLOYED: 196
		DATE REVISED: May 2025

PRIMARY PURPOSE:

The PK/Elementary Attendance Clerk plays a crucial role in the school's administrative operations. This position involves a range of clerical and administrative tasks essential for maintaining accurate PEIMS records and facilitating effective communication among the principal, teachers, students, and parents.

The clerk is responsible for maintaining precise records in accordance with state and district policies and will perform data entry tasks related to attendance, enrollment, withdrawals, grades, and schedules. Accurate and timely entry of relevant information into the school's computer systems is essential.

Additionally, the clerk should demonstrate flexibility in adjusting their work schedule to meet the school's needs and manage multiple tasks efficiently in a busy environment.

While proficiency in Spanish is beneficial, it is not mandatory for this role.

QUALIFICATIONS:

Education/Certification:

- A high school diploma or GED is required.
- Preference will be given to candidates with at least two years of experience in data entry.

Special Knowledge/Skills:

- Proficient in utilizing personal computers and various software applications to create and manage spreadsheets and databases, as well as perform word processing tasks efficiently.
- Demonstrates a high level of skill in keyboarding, file maintenance, and 10-key operations, ensuring precision in data handling.
- Proven ability to meet established deadlines while maintaining meticulous and accurate records.
- Exhibits strong verbal and written communication skills, complemented by excellent interpersonal abilities that foster collaboration and teamwork.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Collect and enter attendance and PEIMS data into the established database, verifying accuracy in accordance with established procedures.
2. Prepare and print reports, including attendance reports, grades, class rosters, PEIMS reports, and other PEIMS- related documents.
3. Maintain both physical and computerized records, including student cumulative folders, progress and

failure reports, class rosters, attendance records, grades, course sections, and student schedule changes.

4. Process new student records, which includes requesting and sending student records from other schools, setting up a cumulative folder, and entering student data into the appropriate databases.
5. Act as a responsive liaison for parents, students, and faculty members by addressing inquiries related to student attendance, academic performance, registration procedures, and withdrawal processes.
6. Proactively contact parents to verify the reasons for student absences as needed, promoting effective communication and engagement.
7. Report any attendance discrepancies or issues to the designated administrator promptly, ensuring that all concerns are addressed in a professional manner.
8. Diligently maintain student attendance records while monitoring patterns of absenteeism to support academic progress.
9. Process, verify, and distribute attendance letters with precision, ensuring timely communication with families regarding attendance concerns.
10. Actively participate in all relevant training sessions associated with the position, enhancing skills and knowledge to perform duties effectively.
11. Uphold confidentiality and privacy standards rigorously at all times, safeguarding sensitive student information.
12. Carry out additional duties as assigned, demonstrating flexibility and a willingness to contribute to the overall success of the team.

SUPERVISORY RESPONSIBILITIES:

This position does not include any direct supervisory responsibilities, but may involve collaboration and guidance among team members.

EQUIPMENT USED:

The role requires proficiency in operating various office equipment, including but not limited to copiers, audiovisual equipment for presentations, fax machines for document transmission, and computers equipped with necessary software applications for data processing and communication.

WORKING CONDITIONS:

-Mental Demands: The job necessitates strong reading and comprehension skills to understand and interpret complex information. Effective verbal and written communication skills are essential for conveying ideas clearly to diverse audiences, resolving conflicts, and collaborating with others. Maintaining emotional control and composure under pressure is crucial, particularly in high-stress situations.

- Physical Demands/Environmental Factors: The position involves repetitive hand motions. Employees are expected to engage in prolonged computer use. Lifting and transporting reams of computer paper is also a regular task, along with an awareness of exposure to computer emissions in the working environment.

- Other: This role requires a collaborative mindset, where working effectively as a team member alongside peers, teachers, students, campus personnel, and administrators is vital. A professional demeanor is expected at all times, with a focus on displaying resourcefulness in problem-solving. Effective communication with diverse groups, including adapting to varying communication styles, is crucial. Regular and punctual attendance is of utmost importance to ensure smooth operations within the

workplace.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of paraprofessional personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

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.

Reviewed by _____ Date _____

Employee Signature _____ Date Received _____