



NEW: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	CLERK SECONDARY SCHOOL ATTENDANCE
DIVISION	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	195 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8714
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Coordinates, maintains, and reports all student attendance activities.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Reports to the proper school authorities all information regarding pupil attendance

Assists local school administration in coordinating school and District attendance improvement programs

Initiates all necessary computer operations related to student attendance or student records

Monitors the daily attendance of students, including class attendance and tardies

Contacts parents regarding suspected student truancy or other attendance related programs

Maintains contact with school administration, teachers and pupil personnel staff regarding student attendance

Coordinates use of volunteers in assisting school attendance programs

Prepares entry and/or withdrawal scan sheets

Performs health services, if needed, for which training will be provided

Prepares all necessary daily and monthly attendance reports

Completes all trainings and other compliance requirements as assignment by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Word Processing skills

Successful clerical experience

Ability to communicate effectively with staff, students, and parents

#### DESIRABLE QUALIFICATIONS

Good human relation skills

Experience in a diverse workplace