



NEW: 07/01/2019  
 Submitted: 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