



REVISED:
07/12/2004

JOB TITLE:	SECONDARY SCHOOL ATTENDANCE CLERK
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 4, 195 DAYS
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.
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PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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| 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 problems |
| 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 |
| Duties may include performance of health services, for which training will be provided |
| Prepares all necessary daily and monthly attendance reports |
| 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

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| High School Diploma or G.E.D. |
| Typing skills |
| Successful clerical experience |
| Effective communication skills |

DESIRABLE QUALIFICATIONS

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| Good human relation skills |
| Ability to communicate effectively with staff, students, and parents |