

SECONDARY ATTENDANCE CLERK

CL:15

DEFINITION

This is a school site clerical position responsible for all facets of record keeping, processing, reporting, written and oral communications to parents, and other matters related to secondary school attendance. Additional duties include the issuance and processing of standard forms used to direct and control students, and those specified hereunder.

DUTIES

Performs student attendance accounting procedures in accordance with current policies, laws, and/or directives emanating from state, district, and school site administrators; Answers phone and refers calls to the appropriate source; Compiles daily lists from truanancies, absentees, and tardies and updates computerized data bases as directed; Manipulates complex computer software; Coordinates with technical support regarding computer hardware (such as Scantron and auto-dialer) and computer programs; Orders attendance lists from the appropriate source; Prepares state and county attendance reports as needed; Insures parents are notified in a timely manner in cases of unauthorized absence; Coordinates daily with security supervisor in matters involving unauthorized absenteeism or truancy; Prepares and provides documentation necessary for referral of attendance and/or truancy cases to the Assistant Principal or the school attendance review board; Deals directly with students in the issuance of various forms required at the school site relative to attendance and permission to be out of class or leave the campus; Coordinates directly with teachers on matters relative to student attendance or misuse of the "passport" system; Assists school administrators as requested in student related attendance matters; Updates attendance and tardy records and student files relative to these transactions daily; Files attendance sheets in teacher folders; Records parent calls on student absences; Assists in the audit of middle and or high school attendance data; Assists with student body and discipline clerical functions as needed; Provides other clerical and secretarial services as directed; Performs other duties reasonably related to the job class.

MINIMUM QUALIFICATIONS

KNOWLEDGE: Basic methods, practices, and procedures of record keeping and report writing; advanced computer skills.

ABILITY: Effectively deals with students, staff, administrators, and public; Types accurately at an average speed; Reads and understand laws, directives, and policies affecting school attendance procedures Types basic correspondence, reports, etc.; Uses basic computational skills; Uses complex computer attendance software.

EXPERIENCE: The skills, knowledge, and abilities listed above would typically be acquired through one year's experience in record keeping or bookkeeping.

EDUCATION: High school diploma or equivalent.

NORMAL TERMS OF SERVICE

Eight hours per work day, eleven months per year

IMMEDIATE SUPERVISOR

School Site Assistant Principal

REPORTING SUPERVISOR

School Site Assistant Principal

REVIEWING OFFICER

School Site Principal