

**Job Title:** CLERK, ATTENDANCE/TRUANCY  
**Reports to:** Principal/Designee  
**Dept./School:** Assigned Campus  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** August 20, 2018

### **Primary Purpose**

Under direct supervision, perform data entry and all reports required and associated with student attendance, as well as any tasks assigned by the principal.

## **QUALIFICATIONS**

### **Education/Certification**

High school diploma or GED

### **Special Knowledge/Skills**

Proficient in typing/word processing (minimum 35 WPM), file maintenance and 10-key skills  
Ability to use personal computer and software to develop spreadsheets, databases and do word processing  
Ability to meet established deadlines  
Good organizational and communication skills

### **Experience**

Two years data entry experience

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Records and Reports**

1. Enter alphabetic, numeric, or symbolic data from source document using online computer terminal or personal computer.
2. Type and reconcile attendance data according to established attendance guidelines.
3. Be familiar with common data errors and apply corrections prior to processing.
4. Recognize defects in source documents and return them to the originator for correction.
5. Print reports using database information.
6. Accurately reconcile daily attendance for special programs and monitor disciplinary actions/placements to be reflected in attendance registers and program funding.
7. Process and submit all daily register and contact hour reports by cycle (e.g., six weeks) to Assessment and Accountability.
8. Maintain and submit accurate attendance counts to appropriate campus and district administration on a daily basis.
9. Type and send in reports on school insurance.
10. Distribute, collect, and sort all information included in the parent enrollment packet provided at orientation or upon the student's enrollment (i.e. nurse, bus, lunch forms).
11. Maintain a log of daily substitutes and prepare daily attendance sheets and rosters for substitutes.

12. Maintain and secure the filing system of student records.
13. Prepare transfers, withdrawals and requests for transcripts as needed.
14. Prepare an N.S.L. weekly report for Assessment and Accountability.
15. Maintain current student rosters by teacher and grade.
16. Keep an ethnicity report up-to-date for administrative purposes. To be updated daily the first 15 days of school.
17. Type and/or prepare enrollment cards/attendance cards for all students before classes begin in the fall and update the information provided by parents during the year.

#### **Other**

18. Answer routine telephone calls, takes messages and set up student/parent conferences.
19. Type routine reports and correspondence.
20. Prepare and distribute perfect attendance and honor roll certificates/awards every six weeks.
21. Contact parents of absent students.
22. Assist visitors and give directions.
23. Register new students.
24. Perform routine clerical duties in the absence of the nurse.
25. Issue room keys to substitutes.
26. Keep on hand daily attendance slips, student release forms, tardy slips, etc.
27. Participate in staff development training programs, faculty meetings, and special events as assigned.
28. Perform other duties assigned by supervisor.
29. Maintain confidentiality of information.

#### **Supervisory Responsibilities**

None

**EQUIPMENT USED**

Personal computer or online computer terminal, printer, calculator, and copier

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; work with frequent interruptions. Repetitive hand motions and prolonged use of computer.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_