

Job Title: CLERK, ATTENDANCE/DISCIPLINE
Reports to: Principal
Dept./School: Assigned Campus
Wage/Hour Status: Non-exempt
Date Revised: April 19, 2022

Primary Purpose

This position is responsible for a wide range of secretarial duties and clerical support to the Administrative Staff in the Attendance Office for the tracking and maintenance of student attendance records. In addition, the attendance office personnel carry other responsibilities as required/requested by campus administrators to assist in achieving efficiency and effectiveness in running a campus.

QUALIFICATIONS

Education/Certification

High school diploma or GED

Special Knowledge/Skills

Minimum of 35 WPM

Ability to perform basic computer operations

Ability to operate basic office equipment

Good oral and written communication skills

Good organizational skills

Bilingual skills in English and Spanish helpful

Experience

Two years clerical experience

MAJOR RESPONSIBILITIES AND DUTIES

General Duties

1. Issue absentee slips and verify reasons for absence.
2. Check In/Check Out students, parent verification.
3. Make absence verification calls to parents.
4. Prepare attendance profile for student/parent/court requests.
5. Issue tardy notices.
6. Coordinate visiting teacher referrals.
7. Prepare data for court referrals and hearings.
8. Answer telephones, screen calls, and answer routine inquiries.
9. Set up attendance committee appointments.
10. File and sort student records.
11. Sign for incoming packages and notify offices.

12. Deliver parent-to-student messages.
13. Interpret for Spanish-speaking public.
14. Order office supplies.
15. Prepare teacher packets.
16. Stuff envelopes with end-of-year report cards.
17. Assist in registration procedures.
18. Monitor base station for radio communications calls for assistance.
19. Coordinate for Guidance Center services.
20. Input data on discipline tracking.
21. Contact representatives from Youth Services Division Probation Officers, Human Resources Services and other community support agencies.
22. Complete PEIMS data input. (Enter discipline referrals)
23. Assist and Cover ISS classroom when needed
24. Schedule 504 meetings and other meetings with parent, teacher, counselor, and assistant principal
25. Support police with student data and reports
26. Distribute and key inventory and document all campus keys
27. Order parking permits, parking applications, and document all parking for students and staff
28. Keep records and assist with all campus emergency drills
29. Assist with Prom and Graduation activities including clearance
30. Schedule Drug Awareness classes for parents and students
31. Assist with parent attendance calls
32. Prepare all data for Level hearings including documentation and letters to parents, and appeal packages for student services department.
33. File and sort all discipline student records

Supervisory Responsibilities

34. Supervise attendance office student workers.

Other

35. Perform other duties assigned by supervisor.
36. Maintain confidentiality of information.

EQUIPMENT USED

Personal computer, fax machine, and other office equipment

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent district wide travel, occasional walking and running.

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:** _____