



TITLE: ATTENDANCE CLERK

REPORTS TO: Principals

JOB TASKS AND PERFORMANCE RESPONSIBILITIES INCLUDE:

1. Inputs and logs all student absentees and tardiness into an automated system.
2. Issues passes to students that arrive late to school and enter into computer program with reason for tardiness.
3. Prepares and mails forms, letters to parent, notifying them of their child's excessive absences and/or tardiness.
4. Distributes letters regarding absences to appropriate department or teacher and maintains copies in office.
5. Retrieves data and compiles information from manual and automated files for the preparation of routine reports and correspondence regarding attendance.
6. Prepares daily, weekly and/or monthly attendance reports and submits to designated administrators or school district personnel.
7. Calls parents to notify them about and determine reason for student's absence.
8. Uses telephone to request and give routine information to parents and school district personnel.
9. Issues and processes all requests for early dismissal and ensures parental consent.
10. Maintains files of school district attendance records.
11. Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email, and database software in performing work assignments.
12. May transport students.
13. May perform other incidental tasks, as needed.