

# Farmersville Unified School District

## JOB TITLE: ATTENDANCE CLERK

### JOB DESCRIPTION

#### Job Summary

Under the supervision of the Site Principal, performs a variety of functions related to the collecting and reporting of attendance and the maintenance of student records at an elementary school site.

#### Example of Essential Duties

- Registers new students, assigns to classes, drops students timely and prepares transfer packets of information.
- Maintains student cumulative records and transcripts.
- Answers inquiries from other agencies regarding student records and transcripts
- Requests student transcripts.
- Issues absence admit and tardy slips.
- Reconciles student added and dropped on a monthly basis.
- Monitors and records student attendance daily.
- Contacts parent/guardians by phone or letter to verify absences within 20 days of the absence.
- Maintains logs and other documentation verifying absences.
- Makes home visits to check on absent students.
- Ensures that attendance for tardy students is recorded.
- Enters attendance, grades and other data into a computerized attendance system, edits, corrects, verifies accuracy and compiles reports of enrollment/attendance.
- Maintains records for students on Independent Study.
- Prepares required reports and reviews for accuracy prior to submission
- Notifies site administrator when student(s) have excessive problems.
- Makes referrals to the school nurse as necessary.
- Maintains accurate records in accordance with the law, to include obtaining teachers' signatures on attendance sheets and scan sheets.
- Interprets routine policies and procedures to staff, students and the public.
- Prepares information for referral to the School Attendance Review Board.
- Stays current on changes in statutory law by attending workshops and conferences.
- Compiles, posts, summarizes and maintains demographic data and test scores and other statistical data for students.
- Monitors class size and reports to site administrator when target size is exceeded.
- Assists with general functions of the office including reception, answering the phone, responding to parent concerns.
- Performs other duties as assigned.

#### Qualifications

##### ► Knowledge of:

- Office methods, procedures and business techniques
- Computer application software including word processing and spreadsheets on Microsoft Windows platform..
- Methods, practices and terminology used in school district attendance accounting.
- District and state attendance policies and procedures
- Basic Math

► **Ability to:**

- To use a computer to prepare reports
- Operate standard office equipment, operate various computer applications software.
- Use English in both written and verbal form. Knowledge of Spanish is desirable.
- Sit, and stand for prolonged periods of time
- Lift and carry objects weighing up to 40 pounds
- To work independently with minimal supervision
- To effectively communicate with school staff and other district employees
- To use patience, tact and courtesy in dealing with students and adults
- To relate positively to students
- To type a minimum of 45 words per minute

**Education:**

- High school diploma or the equivalent, including or supplemented by course work in business and accounting.

**Experience:**

- At least two years of general office/clerical experience, preferably in a school district

**Licenses, Certifications and/or Testing:**

- Valid California Driver's License
- Criminal justice fingerprint clearance
- Passing score on District administered test
- Negative TB Skin Test