

ATTENDANCE & TECHNICAL DATA CLERK

QUALIFICATIONS:

Education: High School diploma or equivalency supplemented by additional coursework and/or experience as a secretary or computer operator.

Knowledge: Office methods, practices and procedures, computer operation, printing/reporting computer forms and data.

Experience: Computer and printer operation. Office experience preferred.

DUTIES AND RESPONSIBILITIES:

- Registers students and makes class schedules
- Monitors daily and period attendance
- Calls parents to verify absences
- Makes home visitations to check on absentees
- Uses the computer to compile data and print reports as needed for student attendance, class schedules, grade reports and other school operations
- Checks registers for self-contained classes
- Maintains records for students on independent study
- Mails letters to parents regarding student attendance
- Helps with general office duties (answering telephone, responding to parent concerns, etc.)
- Performs other duties as assigned