

Oak Grove School District

JOB TITLE: **ATTENDANCE CLERK**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To compile, post, and maintain attendance records and related reports and to contact students, parents, counselors, and teachers regarding attendance related matters. Employees in this classification receive general supervision from a school administrator or his/her designate within a framework of standard policies and procedures. Employees in this classification may oversee and supervise students assisting in attendance accounting. This job class exercises responsibility for the accurate compiling and preparation of attendance, accounting information, data, and reports.

TYPICAL DUTIES

- Takes charge of daily student attendance accounting
- Supervises students assisting in attendance accounting
- Performs daily attendance accounting work required to keep accurate school attendance records, showing attendance of each student by school period
- Receives students in attendance office; preparing and issuing admit slips to class and permits to leave school
- Issues tardy slips and maintains records of tardiness
- Checks with parents to verify absences
- Records student absences on school attendance cards and forms or on school computer database
- Reports patterns of attendance problems to counselors and assistant principal
- Reminds students to bring written excuses for absence and follows up to insure that written excuses are received
- Prepares school attendance reports and updates registration lists for changes in enrollment
- Maintains records required for attendance accounting
- Prepares and/or records reports and operates office machines such as calculator, mimeograph and duplicating machines
- Operates CRT (Remote Computer Terminal) in schools where RECAP is used for attendance
- Confers with District Office regarding attendance accounting reports, procedures, and practices
- Assists with various clerical duties within the school office when necessary and as time permits
- Performs related duties as required

MINIMUM QUALIFICATIONS

- Knowledge of attendance accounting methods and techniques
- Knowledge of basic record keeping methods and techniques

Approved by the Board of Trustees August 9, 2001

MINIMUM QUALIFICATIONS (Continue)

- Knowledge of English usage, grammar, spelling, and punctuation
- Skill to communicate effectively in both oral and written forms
- Skill to effectively maintain record keeping systems and files in a timely manner
- Skill to prepare attendance reports and correspondence
- Skill to type accurately at 45 words per minute
- Skill to operate standard office equipment including computer terminal, calculator, copy machine
- Skill to perform accurate mathematical calculations using basic addition, subtraction, multiplication and division.
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties