TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Assistant Attendance Clerk **CLASSIFICATION: Classified**
DEPARTMENT: School Administration

DESCRIPTION OF POSITION

Under the general supervision of the Dean of Students performs responsible clerical work involving compiling and posting attendance records and reports; at the direction of the attendance clerk assists the Dean of Students, students, parents and teachers in matters relating to attendance accounting activities; and does related duties as required.

QUALIFICATIONS

- Operates office machines such as calculator, computer, scanner, copying machine and local printer; typewriter (50 wpm).
- Must have the ability to make sound, fair judgment in resolving problems concerning attendance; deal effectively with parents, students and school officials in a wide variety of situations concerning student attendance.
- Be familiar with District policy as it pertains to student attendance; have knowledge of all documentation and state laws in attendance accounting.
- Must have knowledge of the Carter-Pertaine computerized attendance system. Must understand the rationale for inputting into the computer all data obtained from phone calls, notes, etc., pertaining to the reasons for student absences. Should understand the importance that this data has on the ADA accounting at the end of each school month; and the relationship between the accurate use of this data in resolving attendance issues and the final report generated by the attendance clerk each month.
- Reports to: Dean of Students
- Supervision Exercised: Little
- Supervision Received: Moderate
- Range: 11

REPRESENTATIVE DUTIES

- Checks to verify absences by calling the parents at home or at their work place; reports patterns of attendance problems and recurring absences to the attendance clerk.
- Assists the attendance clerk in maintaining records showing the attendance of each student by school period; prepares and issues admit slips to class and permits to leave school grounds.
- Assists the attendance clerk in preparing school attendance reports; updates registration lists for changes in enrollment; maintains records required for attendance accounting; posts data in the computer such as absences, tardies, etc. pertaining to each student; prepares attendance reports, truancy reports and other necessary materials for the School Attendance Review Board (SARB) .
- Assists in maintaining locker information for each student.

SPECIFIC JOB DUTIES

- Make the phone calls for 50+ parents daily as well as make the follow-up calls for all absences.
- File and update emergency cards and other necessary data sheets.
- Type clearance papers for students leaving and envelopes for referrals on students who are absent due to illness for two or more days.
- Prepare Homework Assignment Sheets to be given to teachers for students who are absent due to illness for two or more days.
- Assist in collecting and preparing PL-874 cards for the Business Office.
- Assist in the computer data entry of resolved absences in the computer.
- Assist students who need to see the nurse.
- Assist in handling the daily window activity for students needing readmit slips.

ADDITIONAL CONSIDERATIONS

Equipment:
Typewriter (50 wpm), copying, duplicating, adding and calculating machines, Carter-Pertaine computerized system

Special Materials:
Matrices

Surroundings:
Works under ideal or average school/office environment. Average school/office noise level. Above average disruption of work and thought processes. Sits 65%.

Hazards:
Lifting (30 lbs.)

COMMENTS

Must have considerable knowledge of laws regarding attendance. Must be able to interrogate and discern student attempts to violate laws and policies regarding attendance. Is the first contact for students or teachers entering the office.

OJT

6 months

Policy Adopted: 06/13/95