San Benito Consolidated Independent School District
Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

**Job Title:** Attendance Clerk
**Exemption Status:** Non-exempt
**Reports to:** Principal
**Pay Grade:** 03
**Works with:** Students and Staff
**Days:** 197
**Dept. /School:** Campus Assigned
**Date Revised:** 07/23/2020

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**Primary Purpose:**

Maintain attendance records for assigned campus.

**Prerequisites:**

- High school diploma or GED

**Special Knowledge/Skills**:

- Good clerical skills, computer skills and ability to work with students and parents.

**Major Responsibilities and Duties:**

1. Enter daily attendance.
2. Issue readmission slips.
3. Collect & send out homework assignments for students absent due to illness and those assigned to the P.R.C.
4. Issue letters of notification for students with attendance problems.
5. Send “Loss of Credit” letters by certified mail.
6. Translate when necessary.
7. Assist with student data entry and report cards.
8. Maintain referral file on students.
9. Answer telephone, transfer calls and take reliable messages.
10. Daily communication with P.R.C.
11. Maintain files for attendance affidavits for teachers.
12. Other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____