



## HIGHLAND PARK ISD

# Office of Human Resources

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**Job Title:** MIS/HPMS Attendance Clerk

**Exemption Status/Test:** Nonexempt

**Reports to:** Principal

**Pay Grade/Days:** AS02/ 200 days

**Dept./School:** Assigned Campus

**Date Revised:** June 2023

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### **PRIMARY PURPOSE:**

Under close supervision provide reception and clerical assistance for the efficient operation of the campus office. Maintain accurate attendance records for the campus.

### **QUALIFICATIONS:**

#### **Education/Certification:**

High school diploma or GED

#### **Knowledge/Skills/Abilities:**

Proficient keyboarding skills

Effective organization, communication, and interpersonal skills

Ability to understand and follow detailed written and verbal instructions

Ability to operate multi-line phone system

#### **Experience:**

3 year clerical experience in office setting preferred

### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### **Reception and Phones**

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet and direct campus visitors. Maintain visitor log and issue visitor passes.
3. Assist parents in checking students in and out of school.
4. Prepare and distribute student identification cards, bus passes, and parking stickers.
5. Assist with the receipt and distribution of student materials, including homework requests.
6. Receive, sort, and distribute mail, messages, documents, and other deliveries.

#### **Records and Reports**

7. Collect and enter attendance and PEIMS data into an established database and verify accuracy according to prescribed procedures.
8. Maintain student records and process requests for student information and transcripts. Process new student records.
9. Contact parents/guardians to verify student absences as needed and report attendance problems to designated administrators.
10. Compile, maintain, file, and distribute all reports, records, and other documents as required following established procedures.



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### Other

11. Provide clerical assistance as needed including assisting with the scheduling of appointments.
12. Compile, maintain, and file all reports, records, and other documents as required.
13. Maintain confidentiality.

### Supervisory Responsibilities:

None.

### Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Multi-line phone system; standard office equipment including personal computer and peripherals

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

**Motion:** Repetitive hand motions; 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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*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

Employee Name (printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_