

Dumas ISD Attendance Clerk Job Description

Job Title: Attendance Clerk

Wage/Hour Status: Nonexempt

Reports to: Principal

Pay Grade: E

Dept./School: Assigned Campus

Date Revised: 8/28/13

Primary Purpose:

Maintain accurate attendance records for the campus. Under direct supervision, perform data entry including attendance, Public Education Information Management System (PEIMS) data, and grades.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Ability to use personal computer and software to develop spreadsheets and databases, and do word processing

Proficient keyboarding, file maintenance, and 10-key skills

Ability to meet established deadlines

Experience:

None

Major Responsibilities and Duties:

Records and Reports

1. Collect and enter attendance and PEIMS data into established database and verify accuracy of according to established procedures.
2. Prepare and print reports, including attendance reports, grades, class or personnel rosters, end-of-semester reports, or accounting reports.
3. Maintain physical and computerized records.
4. Assist parents, students, and faculty with questions regarding student attendance.
5. Process and transmit requests for student information and transcripts.
6. Call parents to verify student absences as needed.
7. Report all attendance problems to designated administrator.

Other

8. Appear in court to testify about student attendance.



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- 9. Assist in campus office as needed.
- 10. Maintain confidentiality.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer or online computer terminal, printer, calculator, and copier.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

