

# JOB DESCRIPTION

## Cumberland County School District

### Attendance Clerk

#### **Purpose Statement**

The job of Attendance Clerk is done for the purpose/s of ensuring accurate attendance accounting; resolving attendance related issues; ensuring compliance with state reporting and documenting requirements; conveying attendance related information to appropriate parties; and providing general clerical support, information and/or direction as may be assigned at assigned school site.

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#### **Essential Functions**

- Communicates with students, teachers, parents, district employees, etc. (e.g. courtesy calls to parents, attendance history, parent letters, passes to students, etc.) for the purpose of resolving problems and coordinating activities and processes.
- Maintains a variety of attendance records, schedules, and files (manual and computer) (e.g. contact and telephone logs, student attendance, etc.) for the purpose of documenting activities and/or providing reliable information.
- Notifies parents and/or guardians of student absences for the purpose of meeting county, state, and federal requirements.
- Obtains attendance records for student entry and exit from campus during school hours (e.g. admission slips, late notices, class release forms, etc.) for the purpose of ensuring accurate reporting of excused absences and truanancies.
- Prepares attendance-related reports and written materials (e.g. standardized/special reports, letters to parents, passes for students, incoming calls on attendance slips, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.
- Processes documents and materials (e.g. discrepancies, corrects errors in attendance records, changes unverified absences to unexcused, attendance codes, summer school program information, etc.) for the purpose of disseminating information to appropriate parties.
- Researches discrepancies of attendance information and/or documentation for the purpose of ensuring accuracy of attendance data before processing.
- Responds to inquiries from a variety of individuals (e.g. staff, parents, probation officers, other schools, and/or students, etc.) for the purpose of providing information and/or direction as may be required.
- Perform clerical activities and functions related to student enrollment and attendance, requiring a familiarity with policies, procedures, and regulations.
- Collect, compile, compute and verify pupil daily attendance reports utilizing a computerized student information system.
- Prepare daily and 20 day period summary reports for Skyward and EIS regarding student attendance and enrollment data.
- Post pupil absences and clear absences by reviewing parental notes and/or telephone contacts.
- Assist in the preparation and distribution of correspondence regarding excessive pupil absences.
- Perform a variety of enrollment and attendance record management, storage and retrieval functions.
- Respond to questions regarding student enrollment and attendance.
- May train and monitor student workers. (High School Only)
- Enter Attendance
- Enter all notes into Skyward.
- Create all students' schedules. (Elementary)
- Print and distribute report cards. (Elementary)
- Keep track of and reward perfect attendance both per 9wk period and end of year.
- Enroll and withdrawal students.
- Copy and mail out student records for those students who have moved and request and maintain records of new students.
- Maintain student registration forms, making sure information remains accurate in Skyward.
- Maintain the bus # information is accurate and put in Skyward for reporting purposes.
- Help testing coordinators compile all information needed.
- Compile overage information so teachers get paid.
- Cover the front desk as needed. (Elementary)
- Keep track of all tardies and writing students up when necessary.

- Warm Body Count numbers; which are sent to Central Office Monthly.
- Maintain all homebound student's information and enter into Skyward.
- Maintain accurate information in Skyward for all staff.
- Send letters to parents regarding student's attendance.
- Assign Truancy or Juvenile Court when needed on Truancy Tracker.
- Keep track of the Dave Kirk Drawing information. (High School)
- Receive Skylert information each day and update any disconnected phone numbers.

**Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Knowledge and Abilities**

KNOWLEDGE of modern office practices, methods, procedures, equipment, including computers and application software. Appropriate English usage, spelling, grammar, punctuation, and arithmetic concepts. Automated record management and filing systems; receptionist and telephone techniques; correspondence and report writing. TN Education Code and District attendance policies. Operational procedures and policies, rules, regulations, and legal provisions pertaining to student enrollment and attendance matters.

ABILITY to perform clerical work requiring speed and accuracy. Prepare clear and concise reports. Understand, apply and clearly communicate legal mandates, policies, and regulations pertaining to attendance related matters. Type or keyboard at a net corrected speed of 40 words per minute. Establish and maintain cooperative and effective working relationships. Understand and carry out oral and written directions. Work with discretion and in confidence with student information. Communicate both orally and in writing in a clear and concise manner.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; often changing from one task to another of differing nature. Administrative support to the Board thru the Chairman and the Superintendent of Schools in accomplishing the educational needs of Cumberland County.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 25% walking, and 15% standing. The job is performed in a generally hazard free environment.

**Experience** Two years of secretarial and/or clerical experience required. Experience within an educational organization is preferred.

**Education** High School diploma or equivalent is required.

**Required Testing**

Pre-employment Proficiency Test

**Certified & Licenses**

Non Specified

**Continuing Educ. / Training**

Non Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**