

**POSITION DESCRIPTION**  
Elementary School Attendance Clerical

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Elementary School Attendance Clerical	<b>Department:</b> Teaching, Learning and Equity
<b>Immediate Supervisor's Position Title:</b> Elementary Principal	<b>FLSA Status</b> Non-Exempt
<b>Pay Grade Assignment:</b>	<b>Bargaining Unit:</b> Clerical Unit
<p><b>General Summary of Purpose Of Job:</b></p> <p>Under direct supervision, the Elementary School Attendance Clerical provides essential administrative support, primarily assisting with the daily tracking and recording of student attendance. This position performs routine clerical duties, helps facilitate communication with families regarding absences, and supports the front office by following established procedures. The clerical assists in informing students and the public about basic attendance rules and contributes to the efficient operation of the school office by performing assigned tasks.</p>	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

<b>Duty No.</b>	<b>Essential Duties: (These duties are a representative sample; position assignments may vary.)</b>
1.	Manage daily student attendance tracking and records, including processing tardy check-ins and recording absences.
2.	Helps prepare and distribute attendance-related communications, records information into files, and makes routine attendance calls to parents/guardians.
3.	Serve as a building liaison, screening calls and mail, specifically handling attendance calls or questions, and attempting to independently resolve or address problems within established guidelines.
4.	Serves as a point of contact for routine attendance questions, directs calls and inquiries to appropriate staff, and relays information within established guidelines.
5.	Assists in communicating basic attendance rules, regulations, and procedures to students, staff, and the general public.
6.	Performs related clerical work as assigned to support overall school office efficiency.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:</b>	
X	<b>High school diploma or GED.</b>
	<b>Degree Required:</b>
	<b>Required Work Experience in Addition to Formal Education/Training:</b>
	<b>Required Supervisory Experience:</b>

**PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:**

None required.

**LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:**

None required.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK**

## Knowledge

- District policies, regulations, procedures, and processes.
- Customer service principles and practices.
- Modern office methods, practices, and procedures.
- Personal computer operations and software applications.

## Skills

- Organizing assigned tasks and following work priorities.
- Meeting deadlines and adapting to shifting priorities.
- Cooperating effectively with others.
- Interpreting and applying basic written and oral instructions.
- Communicating clearly, both verbally and in writing.
- Identifying routine problems and seeking guidance for complex issues.
- Interacting tactfully and respectfully with staff, students, and the public.
- Maintaining confidentiality of sensitive information.

## Abilities

- Follow detailed instructions accurately.
- Maintain strict confidentiality of all student and sensitive information.
- Learn new procedures, software applications, and systems quickly.
- Remain calm, patient, and courteous in busy or occasionally stressful situations.
- Organize and maintain accurate physical and digital records.
- Prioritize assigned tasks effectively to meet daily deadlines.

**PHYSICAL REQUIREMENTS:** Indicate according to the requirements of the essential duties/responsibilities

<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
Stand		√		
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
<b>Lift &amp; Carry:</b>				
Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
<b>Vision Requirements:</b>	<b>Yes</b>	<b>No</b>		
No special vision requirements	√			
Close Vision (20 in. of less)		√		

