

HIGH SCHOOL ATTENDANCE CLERK

Part Time/10 month contract

Reports to: High School Secretary/High School Principal

Job Summary: This position requires the maintenance of attendance records and communication with students, staff and parents. Works to create a pleasant and helpful atmosphere for the high school office.

Essential Duties and Responsibilities:

- **Makes and receives telephone calls, takes messages, and routes calls.**
- **Enters all student attendance records into Powerschool on a daily basis.**
- **Responds to inquiries from students, teachers, and parents regarding attendance rules and absences.**
- **Compiles and submits daily, weekly, monthly, and year-end reports as required.**
- **Admits late students and maintains records of their tardiness.**
- **Maintains all incoming statements to the school nurse regarding medical appointments.**
- **Oversees the student sign-out process and maintains records of student absence due to appointments.**
- **Types, prepares, distributes and files records, reports, and correspondence which are related to attendance.**
- **General filing.**
- **Maintain confidentiality when dealing with student records and information.**
- **Operates standard office equipment, e.g. computer, copier, calculator, telephone.**
- **Maintain school visitor logs.**
- **Prepare letters for audit warnings and students on audit status.**
- **Assist the high school secretary with any other duties as deemed necessary.**

Physical Demands: *The physical demands described here are representative of those an employee encounters while performing essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*

This employee will continuously interact with the public, students and staff and is frequently exposed to infection (germs, bacteria and viruses. The employee must be able sit

for long periods of time, but must be able to alternate from sitting to standing and walking frequently and at times, stand. The employee is required to reach with his/her hands continuously to repeat the same hand, arm or finger motion many times, as in typing. Manual and finger dexterity are essential to this job. The employee must be able to work to meet deadlines with strict time constraints. The employee must be able to see and read fine print such as typed or handwritten materials and have good depth perception and fine muscle control. The employee must be able to hear conversation in a noisy environment and communicate clearly and concisely through speech. The employee will be required to push or pull articles and must be able to lift up to 50 pounds