

Job Title: Attendance Clerk MS	Wage/Hour Status: Non-Exempt
Reports to: Principal	Pay Grade: 304
Dept./School: Assigned Campus	Date Revised: November 25, 2024

Primary Purpose

Assist in the operation of the microcomputer attendance system for the campus

Qualifications

Education/Certification

High School/GED or higher education from an accredited institution of high education

Special Knowledge/Skills

- Passing scores on the district’s clerical SET test
- Knowledge of computer technology and data/entry processing
- Knowledge of district and school rules, state regulations regarding attendance accounting procedures
- Strong organization, communication, and interpersonal skills

Experience

Two (2) years clerical experience

Major Responsibilities and Duties

1. Assist the Senior Attendance Clerk and the Office for Pupil Services to maintain microcomputer attendance accounting functions.
2. Is knowledgeable with the Texas Education Agency and El Paso School District policies relating to attendance accounting.
3. Provide input into development projects regarding enhancements to microcomputer attendance accounting systems.
4. Assist campus personnel to utilize the features of the microcomputer attendance system.
5. Perform other duties as assigned by supervisor.

Equipment Used

PC computers, file server, fax machine, copier, and calculator

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress, work with frequent interruptions. Occasional prolonged and irregular hours. Prolonged use of computer, repetitive hand motions.

Terms of Employment

204 days; hourly rate to be established by the Board of Trustees

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: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.