

<b>Job Title:</b> Attendance Clerk ES	<b>Wage/Hour Status:</b> Non-Exempt
<b>Reports to:</b> Principal	<b>Pay Grade:</b> 304
<b>Dept./School:</b> Assigned Campus	<b>Date Revised:</b> November 23, 2024

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**Primary Purpose**

Assist staff members by answering the telephone, processing attendance calls and reports, reviewing PEIMS reports for submission, teacher reconciliation, and coding student absences.

**Qualifications**

**Education/Certification**

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

**Special Knowledge/Skills**

- Passing scores on the District's clerical SET test
- Knowledge of computer software and applications
- Knowledge of district/school rules, and state regulations regarding attendance accounting procedures
- Strong organization, communication and interpersonal skills
- Knowledge of record maintenance
- Knowledge of basic audit procedures

**Experience**

Two (2) years related experience

**Major Responsibilities and Duties**

1. Provide quality customer service and professional behavior when working with staff, parents and students.
2. Communicate with parents, students, and staff on a variety of attendance issues.
3. Prepare daily attendance reports, teacher reconciliation reports, and other reports as necessary.
4. Ensure the accuracy of attendance records and reports.
5. Call parents to verify absences and determine the reason for a student's absence.
6. Maintain attendance records per district policy and state law.
7. Assist residence/attendance investigator in verifying residence by providing data and reports as requested.
8. Maintain, process, and print data related to attendance.
9. Assist the administrator in processing records for truancy prevention and court referrals.
10. Coordinate PEIMS information with the Registrar, PEIMS Clerk and special programs.
11. Notify the principal of teachers who do not take attendance on a daily basis.
12. Maintain a log of students who leave and return to school on a daily basis.
13. Follow procedures as outlined in the district's attendance handbook.
14. Maintain reviews and code absence codes in the student system.
15. Assist campus administrators with planning, staff development sessions attendance and campus procedures for teachers.
16. Perform other duties as assigned by supervisor.

**Equipment Used**

Computers, scanner, fax machine, copier, multi-line phone system and calculator

**Working Conditions**

Maintain emotional control under stress, works with frequent interruptions. Prolonged use of computer, repetitive hand motions.

**Terms of Employment**

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

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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.