

Job Title	Senior Attendance Clerk	Wage/Hour Status:	Non-Exempt
Reports to:	Executive Director	Pay Grade:	306
Dept./School:	Student and Parent Services	Date Revised:	November 25, 2024

Primary Purpose

Assist department staff members by answering telephone and directing messages, typing, processing attendance reports, and provide assistance to campuses.

Qualifications

Education/Certification

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

Special Knowledge/Skills

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

Experience

Three (3) years clerical experience

Major Responsibilities and Duties

1. Assist in the review of campus attendance files.
2. Assist in the maintenance of the attendance handbook and policies.
3. Review homebound/GED logs for accuracy.
4. Assist campus attendance clerks with procedures and processing of attendance.
5. Serve as a substitute when a vacancy or FMLA exists in the high school senior attendance clerk and middle school attendance clerk positions.
6. Maintain confidentiality of office duties and office files.
7. Work independently with minimal supervision.
8. Maintain a complaint database.
9. Serve as the scribe for Level 2 complaint hearings.
10. Schedule Level 2 hearings.
11. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Computers, printer, fax machine, copier, typewriter, calculator, and multi-line telephone.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions; repetitive hand motions, and prolonged use of computer.

Terms of Employment

221 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: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

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.