

<b>Job Title:</b>	Attendance/Bookroom TMEC	<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 25, 2024

**Primary Purpose**

Perform routine clerical, secretarial, customer services, and administrative support work including training others. The work is supervised moderately, allowing some initiative and judgment. Oversee the campus operations of the microcomputer attendance system. Assist the principal in proper distribution of textbooks and instructional aids and the maintenance of accurate records and inventory.

**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 test
- Knowledge of computer technology and data/entry processing
- Knowledge of inventory processes
- Knowledge of district and school rules, state regulations regarding attendance accounting procedures
- Ability to understand and apply district policies and practices regarding textbooks, supplies, and instructional aids
- Good numerical skills and proficiency in the use of ten-key calculator
- Strong organization, communication, and interpersonal skills

**Experience**

Two (2) years related experience

**Major Responsibilities and Duties**

1. Maintain, process, and print data related to attendance including excessive absence letters.
2. Provide input for the improvement of the microcomputer attendance accounting system with the district student database.
3. Assist truant office in verifying residence by providing data and reports as requested.
4. Assist the office for pupil service to maintain microcomputer attendance accounting maintenance programs.
5. Coordinate the activities of microcomputer attendance accounting at the campus level inclusive of training.
6. Assist in compilation of information from Federal Survey forms to include proper dissemination of information.
7. Coordinate PEIMS information with the secretary and principal.
8. Coordinate with administration on matters concerning attendance information.
9. Maintain accurate count of textbooks, instructional aids, and supplies.
10. Perform the physical distribution and collection of textbooks, instructional aids, and supplies sometimes lifting weight over forty pounds.
11. Maintain accurate records of district assigned technology/devices, textbooks, and other instructional materials distributed to teachers and students.
12. Provide inventories and reports required by the school, district, and state.
13. Maintain orderly bookroom and keep district assigned technology/devices, textbooks, and other instructional materials properly organized for easy access and counting.
14. Maintain proper documentation including letters, fees schedules, and related documents for lost and/or damaged district assigned technology/devices, textbooks, and other instructional materials.
15. Communicate accordingly with students, parents, administration, and 1:1 Student Device Initiative on lost and/or damaged district assigned technology/devices, textbooks, and other instructional materials.
16. Support campus quality control checks on district assigned technology/devices, textbooks, and other instructional materials.
17. Perform other duties as assigned by the supervisor.

**Equipment Used**

Computer, printer, 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. Lifting, standing for long hours. 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

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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: \_\_\_\_\_

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.