

Job Title: Senior Clerk Attendance HS

Wage/Hour Status Hourly

Reports to: Principal

Pay Grade: 305

Dept/School: Assigned Campus

Date Revised: January 6, 2023

Primary Purpose

Direct the operations of the microcomputer attendance system for the campus. Provide input into the improvement of the microcomputer attendance accounting system with the EPISD student database.

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
- 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

Three (3) years clerical or secretarial experience

Major Responsibilities and Duties

1. Maintain, process, and print data related to attendance including excessive absence letters.
2. Assist truant office in verifying residence by providing data and reports as requested.
3. Assist the Office for Pupil Service to maintain microcomputer attendance accounting maintenance programs.
4. Coordinate the activities of microcomputer attendance accounting at the campus level inclusive of training.
5. Assist in compilation of information from Federal Survey forms to include proper dissemination of information.
6. Coordinate PEIMS information with the At-Risk Coordinator and Registrar.
7. Coordinate with SKED on matters concerning attendance information.
8. Assist administration in attendance appeals, scheduling and providing reports, etc.
9. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

PC Computers (DELL), File Server, LaserJet 5 Printer, Fax Machine, Copier, Risograph 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.