



## Flour Bluff Independent School District Job Description

**JOB TITLE:** Attendance Clerk

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 195

**REPORTS TO:** Principal

**DATE REVISED:** 12/05

### **PRIMARY PURPOSE:**

- The role of the Attendance Clerk involves the coordination of the process of attendance accounting. The attendance clerk performs routine secretarial and other duties as assigned by the principal.

### **QUALIFICATIONS:**

- High School Diploma or G.E.D.
- Certification as per TEA rules and regulations

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Demonstrates proficiency in the performance of duties requiring secretarial training skills that include data entry and keyboarding.
2. Efficiently performs routine office procedures.
3. Handles incoming and outgoing telephone calls in the approved manner as evidenced by written record.
4. Assists in the gathering and recording information for reports and records according to specified guidelines for attendance accounting. Activities and reports, mailing list for various committees and task forces, organizational and departmental procedures,

routing of communications, requisitions, and other pertinent information is maintained and available for inspection.

5. Demonstrates proficiency in secretarial skills. Evidence of effective utilization of skills is available in the form of samples of letters produced, prepared lists, reports transmittals, and requisitions.
6. Demonstrates proficiency in operating office machines, computer hardware and software.
7. Demonstrates empathy-competence in relations with students by genuinely considering the feelings, value systems, interests, and achievements of the individual student.
8. Demonstrates empathy-competence and shows respect for staff members by genuinely considering the feelings, value system, interests, and concerns of the individual staff member.
9. Displays cooperativeness in working with fellow staff members in performing assigned duties.
10. Exhibits punctuality and dependability in performing assigned duties.
11. Assists in supervising and maintaining confidentiality with regard to student records, attendance and grades.
12. Assumes personal responsibility for enhancing competencies through staff development, renewal programs, and reading of current literature.
13. Initiates procedures to modify performance, as deemed necessary, based on self-analysis of actions and feedback from staff members.
14. Is courteous, friendly, and generally efficient in serving staff members and general public.
15. Adheres to proper channels when communicating ideas, problems, etc.
16. Performs other duties as requested by the principal.

### **Mental Demands/Physical Demands/Environmental Factors:**

#### **Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals

#### **Posture:**

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

#### **Motion:**

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

#### **Lifting:**

Occasional light lifting and carrying (less than 15 pounds)

#### **Environment:**

May work prolonged or irregular hours

#### **Mental Demands:**

Work with frequent interruptions; maintain emotional control under stress

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**