

Position: Office Campus

Assignment: Lead HS Attendance Clerk

Wage/Hour Status: Non-exempt

Reports To: Principal

Pay Grade: AS241/204 days

Dept./School: Assigned Campus

Date Revised: Spring 2024

Primary Purpose:

Oversee and maintain accurate enrollment and attendance records for the campus. Perform data entry including attendance, Public Education Information Management System (PEIMS) data, and enrollment information. Responsible for aggregating and verifying all attendance data for the campus.

Qualifications:

Minimum Education/Certification:

- High school diploma or GED

Special Knowledge/Skills/Experience:

- Ability to use computer and software to develop spreadsheets, databases, and do word processing.
- Proficient keyboarding, file maintenance, and 10-key skills
- Knowledge of Google sheets and Google docs
- Ability to meet established deadlines.
- Two years data entry experience
- Two years PEIMS or attendance experience
- Skyward experience preferred
- Supervisory experience preferred

Major Responsibilities and Duties:

- Oversee collection and entering of course/period attendance and PEIMS data into the established Student Information System and verify accuracy according to established procedures.
- Train and collaboratively work with other campus attendance clerks.
- Assist parents, students, and faculty with questions regarding student attendance.
- Prepare and print reports, including attendance reports, class or personnel roster, end-of-semester reports, or accounting reports.
- Prepare, print, and sign audit materials related to attendance and enrollment.
- Assist parents, students, and faculty with questions regarding student attendance.
- Maintain student records and process requests for student information and transcripts. Process new student records, including transcripts and records from other schools.
- Ensure parents are called to verify student absences as needed and report all attendance problems to the designated administrator.
- Oversee communication concerns with administrators regarding sensitive personal information and

situations.

- Compile, maintain, file, and distribute all reports, and other documents as required following established procedures.
- Comply with current procedures identified in the student attendance accounting handbook from the State of Texas.
- Comply with all policies established by federal and state law, State Board of Education rule and local board policy as well as campus directives.
- Maintain attendance and enrollment records in compliance with the Texas State Library requirements.
- Comply with PEIMS data standards.
- Prioritize tasks in an environment that contains frequent interruptions.
- Adapt to new processes and new state requirements.
- Work collaboratively with district and campus administrators and campus personnel.
- Direct and collaboratively work with other campus attendance clerks
- Assist in the campus office as needed.
- Maintain confidentiality.

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- Occasional light lifting and carrying (less than 15 pounds)
- May work prolonged or irregular hours.
- Work with frequent interruptions; maintain emotional control under stress.

OTHER: All employees are to follow district safety protocols and emergency procedures

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. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name