



Job Description

Title:	School Attendance Clerk
Qualifications:	H.S. Diploma or GED and five years of experience as a secretary/bookkeeper; or an associates degree or higher in a business or related field. Office experience required. Must be able to effectively deal with the public and staff both in person and on the phone.
Reports To:	Principal
Terms:	190/240 days
Pay Scale:	Secretary Bookkeeper Schools 7.0
FLSA Status:	Non-Exempt

ESSENTIAL FUNCTIONS:

- Provides secretarial and clerical support in the day-to-day operations of the school.
- Provides information and direct phone calls and visitors to the proper office.
- Keys in Suspensions (OSS/ISS).
- Verifies early release notes as well as doctor's excuses.
- Files Attendance/Tardy/Medical notes on students.
- Signs tardy students in and verifies their notes.
- Distributes Tardy Passes to students.
- Prepares and maintains absentee sheets for all faculty and staff.
- Runs daily attendance reports and send attendance letters to parents.
- Notifies principal of truant students that need Intervention Conferences.
- Provides information to students and parents about their attendance.
- Maintains a file on each student concerning his/her attendance.
- Prepares (45, 90, 135, 180 days) attendance report and submits to the District.
- Enters all data into PowerSchool concerning attendance.
- Notifies principal of any teacher that is not taking attendance daily.
- Operates the Alert Now System to alert parents of student absences
- Runs APT11 Report (daily) for three unexcused consecutive days or five unexcused days.
- Assists the principal in carrying out duties customary to the administrative office.
- Performs other related tasks as assigned by the Principal or other school administrators as designated by the Principal.

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Additional Duties:

Performs other related tasks as assigned by the Superintendent or other district office administrators as designated by the Superintendent.

Work Place Expectations:

1. Work effectively with and respond to diverse cultures or backgrounds.
2. Demonstrate professionalism and appropriate judgement in behavior, speech, and dress in a neat, clean and professional manner for the assignment and work setting.
3. Have regular and punctual attendance.
4. Follow all District policies, work procedures, and reasonable requests by the proper authorities.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to deal with problems involving a variety of concrete variables in standardized situations.

Other Skills and Abilities:

Ability to pass a District typing test. Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and function of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Sit, stand and walk for required periods of time.

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2. Speak and hear.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
4. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Reach with hands and arms and use hands and fingers to handle objects and operate tools, technology equipment, computers, and/or controls.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee is continuously interacting with the public and staff.

Disclaimer Statement:

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EEO Statement:

Marlboro County School District is an Equal Opportunity Employer and does not discriminate based on age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

Employee's Acknowledgement Statement:

1. I have reviewed the above position description and understand its contents.
2. I am aware that my position description may be revised or update at any time and once notified of changes, I remain responsible for knowledge of its contents.
3. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these function, I agree to provide information to the District regarding the requested accommodation(s).

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Employee's Name (Print): _____

Employee's Signature: _____

Date: _____

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