



JOB TITLE	DEPARTMENT	REPORTS TO
School Attendance Clerk	School Based	Principal

Position No: 73027	Length of Work Year: 10, 11 or 12 Months
Salary Schedule: C06, C12, C20	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 9/23/20, 4/10/24

JOB GOAL
To perform clerical work which involves moderately complex work problems dealing with attendance (FTE). Job assignment requires independent judgment and actions, including making frequent decisions in accordance with organization and practices.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School diploma or equivalent 2. Knowledge of grammar, spelling, business English, and mathematics. 3. General office skills, word processing and data entry proficiency 4. T.A.B.E. test (AA/AS/60 college credits or higher satisfy) 5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To keep accurate attendance records of all students. 2. To type attendance card for each student. 3. To type daily absentee bulletin for each student. 4. To contact parents when student has been absent more than allotted time. 5. To send attendance referral to Social Worker. 6. To write admission slips when students are tardy. 7. To write an Off-Campus Pass@ after parental permission has been given for students to leave campus. 8. To make a monthly attendance report on enrollment. 9. To prepare roster and necessary forms to be used in FTE count. 10. To handle telephone calls from parents concerning attendance. 11. To perform assigned tasks in a timely and efficient manner. 12. To perform assigned tasks with a high standard of quality. 13. To perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.

