



Campus Clerk- Attendance

Job Title:	Campus Clerk- Attendance	Status:	Nonexempt
Reports to:	Principal	Terms:	187 days
Dept./School:	Assigned Campus	Pay Grade:	Paraprofessional 3

Primary Purpose:

Maintain accurate attendance records for the campus. Under close supervision, perform data entry including attendance, grades and other clerical duties.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Ability to use software to develop spreadsheets and databases, and do word processing

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to meet established deadlines

Experience:

Two years data entry experience preferred

Major Responsibilities and Duties:

Records and Reports

1. Collect and enter attendance data into established database and verify accuracy according to prescribed procedures.
2. Assist parents, students, and faculty with questions regarding student attendance.
3. Contact parents/guardians to verify student absences as needed and report attendance problems to designated administrator.
4. Compile, maintain, file, and distribute all reports, records, and other documents as required following established procedures.



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Other

5. Assist in campus office as needed.
6. Maintain confidentiality.

Supervisory Responsibilities:

None.

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

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____

Updated: 6/22/2015