

## ATTENDANCE CLERK

**CLASSIFICATION:** Classified

**IMMEDIATE SUPERVISOR'S TITLE:** Principal or Vice Principal

**EVALUATOR'S TITLE:** Principal or Vice Principal

**JOB SUMMARY:** Under general supervision, maintain and compile daily attendance records; perform appropriate follow-up with respect to absences; meet daily and monthly deadlines; interact with students, staff and parents on a daily basis; and perform related duties as assigned.

**ESSENTIAL DUTIES:**

- Maintain and compile daily attendance records by period; enter absences and correction slips into the computer
- Perform appropriate follow-up with respect to absences; verify excuses by contacting teachers and parents; refer parents to appropriate school administrator if student is cutting or truant
- Posts and files appropriate information relating to attendance including absences and absence notes
- Compile and submit monthly attendance accounting report by deadline date
- Notify counselors of habitual absentees and prepare reports on student attendance; run history of student attendance as requested
- Issue admittance slips to students returning to school; check students in and out during school day
- Answer phone calls from teachers, parents, school administrators or other appropriate authorities and provide information regarding attendance or other reports as appropriate
- Provide teachers with homework assignment forms
- Initiate and maintain a variety of complex records and files
- Prepare a variety of attendance related reports as requested
- Enter and recall data on a computer terminal
- Prepare and mail attendance and truancy letters
- Record attendance and truancy letters in discipline file as appropriate
- Maintain field trip file

**OTHER DUTIES:**

- Supervise and train student assistants
- Monitor attendance appeals
- Monitor independent study program contracts
- May assist with competency testing
- May assist Secretary I and Secretary II when required
- May perform the duties of a Clerk Typist I and Clerk Typist II
- Other duties as assigned

**EMPLOYMENT STANDARDS:**

- **Training and Experience** - Two years experience performing duties of a comparable nature. Knowledge of: procedures and operating details of the school to which assigned; district attendance rules, regulations and procedures. Ability to: work independently with little supervision; meet deadlines; operate standard office equipment; analyze situations and adopt effective courses of action; operate a computer at an intermediate level; interact with high school age students.
- **Physical Effort/Working Environment** - Indoor work environment; occasional lifting of parcels up to 20 pounds; frequent standing; frequent exposure to noise.
- **Licenses/Certification** - A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.
- **Education** - Completion of twelfth grade or equivalent.

West Sonoma County Union High School District  
Classified Salary Schedule - Range 23  
Approved: June 17, 1999  
Revised: June 24, 2009