

POSITION DESCRIPTION
High School Attendance Clerical

SECTION I: GENERAL INFORMATION

Position Title: High School Attendance Clerical	Department: Teaching, Learning and Equity
Immediate Supervisor's Position Title: High School Principal	FLSA Status Non-Exempt
Pay Grade Assignment:	Bargaining Unit: Clerical Unit
General Summary of Purpose Of Job: Under general supervision, the High School Attendance Clerical provides essential administrative support primarily focused on managing student attendance at the high school. This role involves meticulous record-keeping, high-volume communication with families, and coordination with teachers and students to ensure accurate attendance data. The Attendance Clerical also contributes to the smooth daily operations of the main office by providing general administrative assistance and serving as a front-line point of contact for students, staff, and visitors.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties: (These duties are a representative sample; position assignments may vary.)
1.	Manages daily student attendance records, including listening to/reading voicemails, emails, texts, and electronic forms (such as ParentSquare) to record all excused absences.
2.	Manages student late arrivals and early dismissals: This involves signing students in/out, verifying reasons, and updating records.
3.	Tracks and follows up on unexcused absences/truancy, collaborating with administration or truancy officers as directed.
4.	Processes and distributes attendance notifications, generating, printing, stuffing, and mailing or electronically sending 3-day and 7-day absence letters to families weekly.
5.	Coordinates with teachers and substitutes by preparing and managing attendance rosters for absent teachers.
6.	Communicates regularly with parents/guardians, teachers, and students regarding attendance issues, excused absences, and make-up work coordination with counselors.
7.	Assists with student transportation arrangements, particularly at the beginning of the school year and periodically throughout.
8.	Manages student locker assignments, especially at the start of the school year and as needed.
9.	Provides general main office support: greets and directs visitors, answers phone inquiries, processes general incoming/outgoing mail, and issues visitor passes and student passes.
10.	Assists the Senior Administrative Clerical with various general administrative tasks as needed, including minor student record changes and basic office supply support.
11.	Corrects student attendance records for activities or field trips.
12.	Participates in weekly Attendance Team meetings.
13.	Performs other duties as requested, contributing to overall office efficiency.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:

X	High school diploma or GED.
	Degree Required:
X	Required Work Experience in Addition to Formal Education/Training: Minimum two (2) years of administrative or office clerical experience , preferably in a high-volume environment. OR a combination of education and experience totaling (3) years.
	Required Supervisory Experience:

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:

None required.

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:

None required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK

Knowledge

- Working knowledge of office administration procedures and record-keeping.
- Understanding of attendance policies and school operational procedures.
- Familiarity with student information systems for data entry.
- Customer service principles for interacting with students, parents, and staff.

Skills

- Exceptional organizational skills for managing high volumes of attendance information.
- Strong verbal and written communication skills for clear and empathetic interactions.
- Meticulous attention to detail and accuracy in data entry and record maintenance.
- Proficiency in using communication tools (voicemail, email, text, and other electronic systems like ParentSquare).
- Ability to manage multiple tasks and prioritize effectively.

Abilities

- Work independently under general supervision.
- Handle high call and message volumes efficiently.
- Maintain strict confidentiality of student information.
- Communicate sensitively and clearly with diverse individuals.
- Adapt quickly to daily changes in attendance needs.
- Collaborate effectively with school staff and teams.

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle,				√

	feel)				
	Reach with hands and arms			√	
	Climb or balance	√			
	Stoop/kneel/crouch or crawl		√		
	Talk and hear				√
	Taste and smell	√			
Lift & Carry:	Up to 10 lbs.			√	
	Up to 25 lbs.		√		
	Up to 50 lbs.	√			
	Up to 100 lbs.	√			
	More than 100 lbs.	√			
Vision Requirements:		Yes	No		
	No special vision requirements	√			
	Close Vision (20 in. of less)		√		
	Distance Vision (20 ft. of more)		√		
	Color Vision		√		
	Depth Perception		√		
	Peripheral Vision		√		
General Environmental Conditions:					
Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.					
General Physical Conditions:					
Work can be generally characterized as:					
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.					

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:
N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.	
_____	_____
Signature – Human Resources	Date
Job Classification History:	
Prepared by TS 5/2025	
Board Approval:	
Reviewed/updated:	
Reviewed/updated:	