

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 9/11/2018



- Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report                       Old Business                       Superintendent's Report  
**Action:**    Resignation                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State                       Travel In State                       Approvals  
                     Termination                       Legal Matters                       Other:  
This action request pertains to  Elementary (only)                       High School/District Wide

**Date:**    9/6/2018

**To:**        **Browning School Board**  
                    Members

**From:**    Corrina Guardipee-Hall ED.S.  
                    Title:    Superintendent

**Subject:** **Create Attendance Clerk Position for KW Vina Elementary**

**Description:** KW/Vina is one school; however, they are two buildings. Due to the fact that they are two buildings each building has as all the work load of two office personnel in the other buildings across the district without the second building. In each building they have a head secretary and attendance clerk, so they have help answering phone calls, monitoring the door, infinite campus changes, sending attendance letters out, etc. KW Vina Elementary is the foundation/feeder school for our students' education and as such they need this support.

**Financial Impact:** pending negotiated agreement

**Funding Source (Budget/grant, etc.):** 101.10.120.2112.115

**Attachment(s):** Job Description

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

**Browning Public Schools**  
**JOB DESCRIPTION**  
Effective: October 17, 2000

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## **Attendance Clerk**

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### ***Summary of Functions***

Performs all necessary secretarial, clerical, and receptionist duties relating to student attendance and in support of school office. Provides assistance to administrators in carrying out functions of the school office.

### ***Essential Duties and Responsibilities***

- 1) Personal Contacts – Places and/or receives telephone calls regarding student attendance. Personally contacts, or utilizes automated telephone system, to notify parents of those students that are absent. Refers matters to the truant officer as required. Notifies teachers if absences are excused by parents. Maintains detailed records of parent contacts.
- 2) Coordination– Works closely with appropriate school personnel in obtaining all pertinent data regarding absent students.
- 3) Database – Routinely enters changes in school database regarding student status.
- 4) Correspondence – Uses word processing software and printing equipment to create, copy, edit, store, retrieve and print a variety of documents. May use database or spreadsheet software to enter, retrieve, revise, sort or calculate and retrieve data for reports. Processes incoming correspondence as instructed.
- 5) Files – Establishes and maintains files. Cross-reference, briefs, and otherwise arranges files to facilitate usefulness. Searches for and assembles information from files and documents in the office and from outside sources for use by the supervisor and/or coworkers.
- 6) Check-in/Out – Checks students in and out of school. Helps gather needed homework for students.
- 7) Training – Provides training to others to provide temporary assistance in the position. Attends training necessary for providing assistance to administrators and the school office.

- 8) Backup – On a temporary, rotating basis, may serve as backup to other clerical positions as assigned.
- 9) Reports – Prepares and submits reports and other documents as required.
- 10) Confidentiality - Maintains safeguards over protected, privileged, or confidential information, verbal and written, prevent unauthorized disclosures.
- 11) Student Workers – Supervises students that are assigned to the attendance office.
- 12) Other – Performs such other functions as may be necessary to the work of the office.

### ***Organizational Relationships***

Supervised by and reports to the Principal or designee. May work under and be directed by the Head Secretary on a day-to-day basis.

### ***Qualifications***

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- High school diploma or equivalent.
- One (1) year of education and/or experience in secretarial/office clerical field.
- Proficient with desktop computers, preferably Microsoft operating system.
- Knowledge of and experience in operating office equipment including fax, copier, calculator, and typewriter.
- Knowledge of grammar, spelling, punctuation, and prescribed formats.
- Skill as a qualified typist.
- Good communication and organization skills.
- Ability to work with others and without close supervision.
- Ability to handle details accurately.
- Ability to focus on work despite office interruptions.
- Good work habits.

**Desirable Qualifications** – Experience in school operations/office work.

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