

**POSITION DESCRIPTION**  
Middle School Attendance Clerical

**SECTION I: GENERAL INFORMATION**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>Position Title:</b><br>Middle School Attendance Clerical                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Department:</b><br>Teaching, Learning and Equity |
| <b>Immediate Supervisor's Position Title:</b><br>Middle School Principal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>FLSA Status</b><br>Non-Exempt                    |
| <b>Pay Grade Assignment:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Bargaining Unit:</b><br>Clerical Unit            |
| <b>General Summary of Purpose Of Job:</b><br><br>The Middle School Attendance Clerical plays a dual and essential role in the daily operation of the middle school. This position is primarily responsible for managing all aspects of student attendance, ensuring accurate records, facilitating communication with families, and upholding school attendance policies. Additionally, this role provides support for middle school athletic and extracurricular activities. This position requires strong organizational skills, attention to detail, excellent communication, and the ability to manage multiple priorities in a dynamic middle school environment. |                                                     |

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

| <b>Duty No.</b> | <b>Essential Duties: (These duties are a representative sample; position assignments may vary.)</b>                                                                                                              |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.              | Manages daily student attendance records, accurately processing tardy arrivals, absences, and early dismissals based on various communication inputs (e.g., voicemails, emails, notes).                          |
| 2.              | Communicate with students, teachers, and parents/guardians regarding attendance issues, excused absences, and related concerns. Create and distribute weekly announcements via SMORES and social media platforms |
| 3.              | Tracks and follows up on unexcused absences, collaborating with administration as directed.                                                                                                                      |
| 4.              | Administers and clearly communicates school attendance policies and procedures, and assists with preparing routine attendance notifications.                                                                     |
| 5.              | Serves as the primary liaison for attendance-related inquiries, resolving routine issues and directing complex cases.                                                                                            |
| 6.              | Input out of School Suspensions into Infinite Campus and processes that paperwork to families.                                                                                                                   |
| 7.              | Assists with the daily management of tracking student attendance and maintaining records.                                                                                                                        |
| 8.              | Prepare and submit the annual school Disciplinary Incident Reporting System (DIRS) report                                                                                                                        |
| 9.              | Participate in Attendance Team meetings including sending letters and contract meeting notices as decided by the Attendance Team.                                                                                |
| 10.             | Maintains and updates middle school activity calendars and various communication channels.                                                                                                                       |
| 11.             | Manages student locker assignments at the start of the school year and as needed throughout.                                                                                                                     |
| 12.             | Managing the door to visitors and students entering the secure building including answering the intercom.                                                                                                        |
| 13.             | Assisting in planning Family Nights and Open Houses.                                                                                                                                                             |
| 14.             | Create and present daily video announcements.                                                                                                                                                                    |
| 15.             | Provides general main office support, including greeting visitors, answering phones, and issuing visitor/student passes.                                                                                         |

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

#### 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, 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%<br>Occasionally | 34-66%<br>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                                     | √          |           |   |   |
| <b>Lift &amp; Carry:</b>                            |            |           | √ |   |
| Up to 10 lbs.                                       |            |           |   |   |
| Up to 25 lbs.                                       |            | √         |   |   |
| Up to 50 lbs.                                       | √          |           |   |   |
| Up to 100 lbs.                                      | √          |           |   |   |
| More than 100 lbs.                                  | √          |           |   |   |
| <b>Vision Requirements:</b>                         | <b>Yes</b> | <b>No</b> |   |   |
| 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: