

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ATTENDANCE CLERK

SALARY SCHEDULE: SSP5

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Must receive a minimum score of 75% on MS Word Test.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to use computer operation for attendance data. Ability to communicate and handle people. Demonstrate effective oral and written communication. Knowledge of FTE procedures. Knowledge in student data membership entry. Ability to shift from one job to another. Ability to manage time effectively.

REPORTS TO:

School Principal or Designee

JOB GOAL

To maintain essential membership data fundamental to the management of the school and District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Enter morning attendance into computer database.
- * (2) Issue tardy slips as appropriate following school guidelines.
- * (3) Generate the daily absentee list.
- * (4) Contact or direct an office aide to call all absentees.
- * (5) Assist in the FTE accounting process.
- * (6) Schedule work according to priority.
- * (7) Assist in submitting accurate reports as required.
- * (8) Communicate daily with a variety of parents and staff.
- * (9) Assist office staff with answering the telephone and greeting parents.
- * (10) Maintain files and records as assigned.
- * (11) Demonstrate initiative in the performance of assigned responsibilities.
- * (12) Provide for a safe and secure workplace.
- * (13) Model and maintain high ethical standards.
- * (14) Follow attendance, punctuality and proper dress rules.
- * (15) Maintain confidentiality regarding school matters.
- * (16) Participate in workshops and training sessions as required.
- * (17) Keep supervisor informed of potential problems or unusual events.
- * (18) Respond to inquiries and concerns in a timely manner.
- * (19) Follow all School Board policies, rules and regulations.
- * (20) Exhibit interpersonal skills to work as an effective team member.
- * (21) Demonstrate support for the School District and its goals and priorities.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities