Job Title: Attendance
Wage/Hour Status: Non-Exempt

Reports To: Principal
Pay Grade: Paraprofessional Pay Grade 2

Dept. /School: Assigned Campus
Date Revised: 06/27/2012

Primary Purpose:

Maintain accurate attendance records for the campus. Under direct supervision, perform data entry including attendance and Public Education Information Management System (PEIMS) data. Maintain attendance data in compliance with the Student Attendance Accounting Handbook (SAAH).

Qualifications:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:
Ability to use personal computer and software to develop spreadsheets and databases, and do word processing
Basic math skills
Proficient typing, keyboarding, file maintenance, and 10-key skills
Ability to meet established deadlines

Experience:
Two years data entry experience

Major Responsibilities and Duties:

Records and Reports:

1. Collect and enter attendance into established database and verify accuracy of according to established procedures.
2. Prepare and print reports, including attendance reports, class substitute rosters, end-of-six weeks and semester reports.
4. Assist parents, students, and faculty with questions regarding student attendance.
5. Process and transmits requests for Verification of Enrollment for DPS drivers license application. (high school only)
6. Assist with check in/check out of students during school day.
7. Call parents to verify student absences as needed.
8. Report all attendance problems to designated administrator.
Other:

8. Assist in campus office as needed.
10. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer or online computer terminal, printer, calculator, and copier.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.