

Medina Valley ISD Job Description School Year 2021-2022

Job Title: Clerk, Attendance	Wage/Hour Status: Nonexempt
Reports to: Principal	Pay Grade: CP 03
Dept/Division: Assigned Campus	Contract Days: 193

Primary Purpose:

Maintain accurate attendance records for the campus. Perform data entry including attendance, Public Education Information Management System (PEIMS) data, and grades.

Supervisory Responsibilities:

None

Qualifications:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Ability to use personal computer and software to develop spreadsheets and databases, and do word processing

Proficient 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 and PEIMS data into established database and verify accuracy of according to established procedures.
2. Prepare and print reports, including attendance reports, grades, class or personnel rosters, end-of-semester reports, or accounting reports.
3. Maintain physical and computerized records, including student cumulative folders, progress and failure reports, class rosters, grade books, and schedule changes if applicable.
4. Process new student records, including requesting transcripts and records from other schools, setting up cumulative folder, and entering student data into appropriate databases.
5. Assist parents, students, and faculty with questions regarding student attendance.

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6. Process and transmits requests for student information and transcripts.
7. Call parents to verify student absences as needed.
8. Report all attendance problems to designated administrator.

Other

9. Assist in campus office as needed.
10. Maintain confidentiality.
11. Perform other duties as assigned.

Equipment Used:

Personal computer, printer, calculator, fax machine, other general office equipment

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 20 pounds)

Environment: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Medina Valley ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____

Date: _____

Reviewed by: _____

Date: _____

Approved by: _____

Date: _____

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