

TITLE: ATTENDANCE CLERK

QUALIFICATIONS:

1. At least a high school diploma or its equivalent
2. Related work experience as a clerk/typist

REPORTS TO: High School Principal or his/her designee

JOB GOAL: To provide assistance to the administrator(s) in the area of daily student attendance.

PERFORMANCE RESPONSIBILITIES:

1. Manages and operates the attendance software.
2. Monitors the daily operations of attendance accounting.
3. Assists in the administration of student check-ins and check-outs.
4. Assists in the administration of the Early Warning System.
5. Assists teachers in the accounting of attendance of students.
6. Assists administrators in the monitoring and management of student office workers.
7. Performs clerical duties as assigned by the administrators.

TERMS OF EMPLOYMENT: Nine-month year. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Florence City Schools

Approved by Board of Education 9-10-13