

GULFPORT SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Attendance Clerk

Board approved August 5, 2013

QUALIFICATIONS:

1. High School diploma or equivalent
2. Typing and computer skills
3. Strong written and verbal communication skills
4. Strong organizational skills
5. Ability to multitask
6. Other qualifications as outlined in job announcement

SUPERVISES: Students referred to office

REPORTS TO: Principal/Assistant Principals/Assistant Administrators

JOB GOAL:

To provide students and parents with an attendance procedure that will give a daily account, as well as a monthly summary, of students' attendance

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Compile and type daily absentee reports
2. Answer phone
3. Complete daily and monthly attendance reports
4. Keep students check-out cards on file
5. Keep students' addresses and phone numbers current
6. Notify parents when students are absent
7. Help distribute school forms and supplies
8. Operate office machines
9. Readmit students after absences, release students to parents after sign out; and process dismissals
10. Perform other duties as assigned

TERMS OF EMPLOYMENT:

215 or 260 days annually (unless otherwise specified by building principal)

EVALUATION:

Performance of this job will be evaluated in accordance with the evaluation procedures for classified employees of Gulfport School District.