

LOCAL DISTRICT CLASSIFICATION PLAN**CLASS TITLE: ATTENDANCE CLERK / DATA CONTROL CLERK****BASIC FUNCTION:**

The job of Attendance Clerk was established for the purpose of collecting and maintaining student attendance information at the assigned site; meeting district, state and federal requirements relating to attendance processes including parent notification; preparing and distributing attendance reports and materials; providing clerical support at school site; and communicating various information regarding activities.

REPRESENTATIVE DUTIES:

- Prepares daily, weekly, monthly, and year-end attendance reports as required and submits to designated administrators or school district personnel;
- Calls parents to notify about and determine reason for student's absence, log contact in IC contact log;
- Maintains master file of students leaving school for various reasons each day (sign-out and sign-in log).
- Communicates with parents, students, staff, etc. in person, by telephone and letter for the purpose of providing information on a variety of attendance issues and meeting district and state absence notification requirements.
- Ensures accuracy of attendance records, including verification of forgeries and truanancies for the purpose of complying with State laws governing attendance accounting.
- Maintains a variety of attendance records, schedules, and files (manual and computer) (e.g. contact and telephone logs, student attendance, school calendars, etc.) for the purpose of providing reliable information in compliance with district policies.
- Prepares a variety of reports and written materials (e.g. passes, standardized and special attendance reports, letters to parents, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.
- Processes documents and materials (e.g. attendance records, student placement, disciplinary and/or suspension notices, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries from a variety of individuals (e.g. staff, parents, probation officers, DPP, CDW, other schools, and/or students, etc.) for the purpose of providing information and/or directions as may be required.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Operation of data control and data entry equipment.
- Methods and techniques of data control.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
applying pertinent codes, policies, regulations and/or laws;
- Data input procedures and record-keeping procedures and requirements for all parent contacts.

ABILITY TO:

- Operate computers and software programs properly and efficiently.
- Detect errors in the material and data being processes.
- Perform technical data control duties.
- Review and verify input and output data to assure accuracy and efficiency.
- Preparing and maintaining accurate records
- Run attendance reports monthly in IC and verify the information is correct.
- Type at 40 words net per minute from clear copy.
- Understand and follow oral and written directions.
- Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years data entry or data control experience preferred.