

**POWELL COUNTY SCHOOLS  
JOB DESCRIPTION**

**POSITION TITLE:** Attendance Clerk

**REPORTS TO:** School Principal

**BASIC FUNCTION:** Assist in enforcing attendance laws and requirements, process and maintain attendance data, input data in the Student Information System

**REPRESENTATIVE DUTIES:** The terms of employments are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance
- Physical ability to perform duties as required
- Assist in enforcing attendance laws by creating and mailing letters for the principal in regards to truancy as well as working with the Director of Pupil Personnel with tasks assigned to track truancy
- Keep accurate record of attendance data and communicate with students and/or parents
- Visit homes of students to determine cause of non-attendance with either DPP or FRYSC personnel
- Enroll new students into the school per district guidelines
- Input data in regards to student enrollment and demographic information into the Student Information System
- Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- FERPA laws and confidentiality expectations
- Applicable sections of the Kentucky Administrative Regulations and other laws related to attendance and enrollment
- Modern office practices, procedures, equipment, and technologies/software
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Oral and written communication skills
- Current Student Information System

**ABILITY TO:**

- Assist in enforcing attendance laws and requirements.
- Process and maintain attendance referrals.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Maintain records in and prepare reports from the Student Information System

- Work independently with little direction
- Communicate to parents, co-workers, students, and community members in a professional manner

**PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting , crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light to heavy weights

**EVALUATION:** Annual development of Professional Growth Plan. Annual evaluation of job performance by supervisor.

**EDUCATION AND EXPERIENCE:** A minimum of a high school diploma or G.E.D. At least 3 years working in a school system preferred. Experience working in the current Student Information System would also preferred.

**LICENSES AND OTHER REQUIREMENTS:** Valid Kentucky Driver's License

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
<b>Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.</b>	
Employee Signature:	Date: