# Gholson ISD - Attendance Clerk

# Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Ability to operate multi-line phone system

Effective public relations, organization, communication, and interpersonal skills

Ability to speak, read, and understand English

Ability to read and comprehend instructions

Ability to effectively present information in one-on-one situations

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Experience:

2 years of clerical experience in an office setting; prefer prior attendance clerk experience in a school setting.

# Major Responsibilities and Duties:

## Reception and Phones

1. Collect and maintain student attendance information for Gholson ISD while meeting district, state and federal requirements relating to attendance processes including parent notification
2. Prepare and distribute attendance reports and materials.
3. Provide clerical support at school site by responding to inquiries from staff, students, parents, and the public.
4. Provide requested information and/or referral to the appropriate parties.
5. Provide general clerical support for the efficient operation of the central administration office to include receiving and directing incoming calls, taking messages, and routing to appropriate staff.
6. Communicate various information regarding activities.
7. Greet visitors (e.g. public, parents, students, substitutes, vendors, etc.) respond to their inquiries and/or direct them to appropriate personnel in accordance with district policies and procedures regarding building security.
8. Maintain visitor log and issue visitor passes.
9. Respond to emergency calls and notify appropriate parties to address immediate safety and/or security issues.
10. Receive deliveries and disseminate materials and information to the appropriate parties.

## Other

1. Compile, maintain, and file all reports, records, and other documents as required.
2. Maintain confidentiality.
3. Follow district safety protocols and emergency procedures.

# Supervisory Responsibilities:

None.

# Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; multi-line phone system

**Posture:** Continuous sitting

**Motion:** Repetitive hand motions including reaching. Frequent keyboarding and use of mouse.

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Reception desk in the administrative/central office

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