

Fort Worth Independent School District

Job Description

Posting Duration

Open Until Filled

Title
Building/Campus
Job File Number
Duty Days
Salary: From
Salary: To

Attendance Clerk Pool- Various Secondary Locations 0708-CL-188
Secondary Schools Various Locations
0708-CL-188
183
22,951.00
28,670.00

Job Duties

- Collects, inputs, monitors, and updates reportable campus student attendance data daily; ensures attendance is recorded accurately for PEIMS reporting.
- Maintains working knowledge of current district attendance policies and procedures as well as the Student Attendance Accounting Handbook.
- Collects, reviews and maintains documentation for student absences and code absences in accordance with district and state requirements.
- Prepares, distributes, collects, and processes cycle teacher verification reports.
- Prepares and processes cycle campus attendance summary reports.
- Monitors student attendance; utilizes district calling system; generates attendance letters to parents; refers non-attending students to the Stay-in-School Coordinator.
- Trains appropriate campus based end users in reporting attendance using CLASSxp student software system as needed; provides service and support for campus users experiencing problems with attendance reporting.
- Facilitates the withdrawal of students by providing and preparing parent or administrator requests for student withdrawal; ensures that required withdrawal data is obtained; coordinates with the data staff and counseling clerk to collect information for the student leaver files.
- Prints and provides basic withdrawal records for students.
- Handles and records student attendance irregularities (tardies, early dismissals).
- Collects, maintains, and archives appropriate documentation for attendance and student withdrawals; prepares reports for audi, as required.
- Participates in regular technical training and user group meetings.
- Maintains a working knowledge of appropriate software systems including, but not limited to SASIxp, Tardy Calculator, CLASSxp, and Outlook Email.
- Prepares opening of school and semester attendance reporting materials.
- Generates informational reports for campus and district users.
- Communicates regularly with campus staff, district staff, and others concerning student enrollment and withdrawal.
- Performs all other related duties as assigned.

Job Qualifications

- HS Diploma or GED.
- Two (2) years clerical experience including working with computers. Knowledge of or experience working with the student management software system preferred.
- Experience working in a school setting preferred.
- Excellent oral and written communication skills.
- Ability to operate personal computers and utilize applicable software applications.
- Ability to operate applicable office equipment.
- Minimum net keyboarding skill of 40 words per minute (test must be taken prior to hiring).

Application Requirements

Complete the on-line application.

Attach a resume as a word document. Copy of high school diploma/GED required if hired. Two job related reference letters required if hired. All foreign transcripts must be equivocated through an approved agency. [\(Click here for equivocation list\)](#)

Additional Job Information

PHYSICAL JOB REQUIREMENTS

PHYSICAL DEMANDS REFERENCE

Occasionally (0-33% of day, 0-32 repetitions)

Frequently (34-66% of day, 33-200 repetitions)
Constantly (67-100% of day, >200+ repetitions)

PHYSICAL DEMANDS

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

ENVIRONMENTAL CONDITIONS

Indoors 100%, in controlled environment.

A detailed list of physical job requirements is available from the Compensation Department.

These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.

Pay Grade: .S06/183