COMPANY NAME: Amphitheater Public Schools

JOB TITLE: Attendance Clerk

JOB DESCRIPTION:

**SUMMARY** Receives and records absence reports on daily sheets; maintains permanent attendance cards; receives and records written and telephoned excuses for absences; contacts parents concerning unexcused absences; prepares monthly attendance report for State. Performs specialized clerical work and record-keeping functions as needed. Regular attendance is necessary to perform the essential functions of this position. Reports to: Principal

**ESSENTIAL FUNCTIONS**
- Receives and records absence slips on daily record sheets
- Receives telephone calls and written excuses concerning absences and other information
- Welcomes visitors and provides specific and detailed information, opens and distributes mail, and makes appointments and travel arrangements, as necessary
- Calls home of absent students when no absence notice has been received
- Posts daily absence sheets to permanent attendance cards
- Types materials of moderate complexity from copy or transcriber, using keyboarding skills and proofreading abilities
- Operates switchboard when necessary
- Handles materials of a confidential nature
- Perform receptionist duties when necessary
- Maintains workbook account, including issuance of workbooks and receipt of money from teachers
- Assists with work orders, purchase orders and/or requisitions
- May visit homes of absent students and take home students who become ill
- Monitors students in cafeteria during lunch and/or on the playground, when necessary
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

**SALARY:** $12.90 - $13.41 (depending on experience)
APPLICATION QUALIFICATIONS:

**REQUIRED:**
- High school diploma or GED
- Two years of responsible clerical experience
- Demonstrated aptitude and accuracy in clerical skills
- Knowledge of word/data processing and procedures
- Passing score on the following skills assessments: Basic Computer, Internet Basics, and Using Email.
- Equivalent combination of education/training/experience

HOW TO APPLY:  [www.amphi.com](http://www.amphi.com) Employment then on Employment Opportunities

DATE: 6/15/2022