



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Attendance Clerk	Location:	Middle/High School
Reports To:	Principal	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	207 days / 10 months	Salary:	See lhusd.org website

Education and Experience Requirements

High school diploma or equivalent.

Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

Summary

Perform specific daily attendance duties as required to meet unit, district, and state needs as defined in the major responsibilities section.

Qualifications

- Previous experience with computerized record keeping and skills necessary to perform in all areas of the attendance office
- Ability to communicate effectively, orally and in writing
- Demonstrated typing skills
- Computer literacy
- Personal qualities associated with good human and interpersonal relations

Responsibilities and Requirements

- Responsible for supervising and conducting the activities of this function in a professional and timely manner
- Responsible for handling attendance routine efficiently, accurately, and effectively
- Responsible for public relations and communication to staff and parents concerning all matters of attendance.
- Responsible for continually upgrading personal skills as required to maintain compliance with computer responsibilities
- Responsible for compiling all attendance reports and forwarding them to the District Office as requested
- Responsible for filing attendance reports monthly with the District Office
- Responsible for maintaining a daily attendance record, by period, on appropriate school forms
- Responsible for initiating telephone contact with parents/guardians regarding each absence for each student
- Responsible for conducting the public relations aspect of communicating with parents regarding reoccurring and/or long-term absences
- Responsible for maintaining contact with students regarding unexcused absences
- Responsible for providing students with admit slips following excused and unexcused absences
- Responsible for maintaining accurate records of notes from parents/guardians which explains reasons for students' absences
- Responsible for collecting and recording absence reports from teachers on an hourly basis
- Responsible for distributing information sheets, prepared by teachers, regarding students participating in school activities that keep them out of class
- Responsible for collecting information from teachers about student's 4th, 7th, and 8th absences and sharing with appropriate administrator
- Responsible for maintaining accurate records of students tardy to school
- Responsible for maintaining accurate records of students signing out to leave school early
- Responsible for submitting bi-yearly report on special education census to District Office administrators
- Responsible for preparing special reports identifying unique student population information as directed
- Responsible for submitting year-end report on enrollment which identifies grade level information including: sex of student, age, number of drop-outs, and classification status of drop-out
- Responsible for performing those duties which protect the health and safety of students and employees
- Perform other duties when assigned by the Building Principal



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Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

Other Information:

- Must be able to pass a fingerprint clearance and background check

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.