



Mobile County PUBLIC SCHOOLS

Job Description Title – ATTENDANCE PARAPROFESSIONAL (CLERK)

SUPERVISED BY/REPORTS TO: Principal or his/her designee.

FLSA Designation: Non-exempt

QUALIFICATIONS:

- A. Must possess a secondary school diploma or its recognized equivalent **and one** of the following qualifications below:
 - Successful completion of at least 48 semester hours of study at an institution of higher education that was appropriately accredited per the Alabama State Department of Education at the time the courses were taken; **OR**
 - An associate degree or higher documented on an official transcript from an institution of higher education that was appropriately accredited per the Alabama State Department of Education at the time the degree was earned; **OR**
 - A passing score of 3 or higher on the state prescribed WorkKeys Assessments. The tests currently required are Applied Math, Work Place Documents and Business Writing.
 - **Official Transcripts and Score Reports documenting successful completion of all education requirements will be required prior to beginning work in the position.**
- B. Must be computer knowledgeable with experience in Windows, Microsoft Office Programs: Excel, Word, Access, or other comparable or similar software.
- C. Must take an Office Basic Skills Test.
- D. Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- E. Good general health, clean in attire and professional in appearance.
- F. Ability to understand and follow oral and written instructions.
- G. Ability to be punctual and maintain regular attendance.
- H. Secretarial, clerical, and/or bookkeeping training preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents including safety rules, attendance instructions, and school and district procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

OTHER REQUIRED SKILLS and ABILITIES:

- Ability to work in a friendly manner with co-workers, students, and parents/guardians.
- Ability to manage students who might be in the office area.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

DAILY:

1. Make sure that teachers post attendance daily.
2. Make attendance corrections from teacher emails or other requests.
3. Produce a daily absentee list according to the policy of the local school. Run daily student sign in/out reports according to the policy of the local school.
4. Check students in and out in Raptor. Give the Sign In students a pass to class. Give the Sign Out students a pass to leave school following the Sign Out policy of the school. Requires proper identification for parents and visitors.
5. Call parents of students who are absent from school.
6. Enter student attendance for field trips.
7. Assists and directs parents and guardians as they come to the school.
8. Enter daily absentee code in student PowerSchool.
9. Enter student absence excuse notes. File excuse notes in student folders if not done by the homeroom teacher.
10. Sign in visitors with the Raptor system.
11. Help answer office phone calls. Take calls of parents to sign their student out of school.
12. Make sure that items dropped off for a student are given to that student.
13. Identify person picking up students during the day.
14. Call students to the office throughout the day for various reasons.
15. May help distribute mail if assigned by administrators.
16. Assists students with first aid and maintains first aid log if required by the principal.

WEEKLY OR MONTHLY:

1. Prepares attendance reports according to the schedule established by the Division of Student Services.
2. Sends proper attendance letters home to a parent/guardian when necessary and/or required by the Division of Student Services or other administrators.
3. Serves as a liaison between the school and the Division of Student Support Services. Assist the Attendance Officer.

OTHER DUTIES:

- May serve as backup for the Registrar, Bookkeeper, or First Aid paraprofessional.
- Enters information on the computer.
- Assists with the registration process as needed.
- Maintains high level of ethical behavior and confidentiality of information about students and school employees.
- Participates in in-service training programs as assigned.
- Performs any other duties as designated by the principal or assigned teachers.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Works in an office environment.
- Faces constant interruptions.
- May have to deal with sick students.
- Must be able to multi-task.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Building Principal or his/her designee.

TERMS OF EMPLOYMENT FOR FULL TIME POSITIONS

School positions are considered 9-months (187 days). All positions are 7 hours per day. Daily work schedule will be determined by the Principal or his/her designee. The employee receives a 30-minute break (off the clock) and two 15-minute breaks, one prior to Lunch and one after Lunch. The supervisor may elect for the employee to have a full hour for lunch. When that occurs, the employee is not eligible for the two 15-minute breaks. Work schedules are subject to change. Work schedules must be balanced with the number of other personnel stationed in the office on any day or times such as lunch. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

PART-TIME POSITION TERMS OF EMPLOYMENT

School positions are considered 9-months (187 days). **Part-time positions are 3 ½ to 4 ½ hours per day for a MAXIMUM of 19 ½ hours per week. The general weekly schedule is 4 hours for four days and 3 ½ hours for the fifth day. The employee MUST work each day. Hours cannot be made-up on one or two days.** Daily work schedule will be determined by the Principal, his/her designee, or Student Services. The employee receives a 30-minute break/lunch (off the clock). Work schedules are subject to change. Work schedules must be balanced with the number of other personnel stationed in the office on any day or times such as lunch. **Job qualifications for these part-time positions may vary from full time positions. Responsibilities may also vary from full time positions.** At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.