

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Clerk, Attendance (Elementary)		Assigned Campus	Campus Administrator	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	3	187	Non-Exempt	June 2023

Primary Purpose:

Collaborate with parents as well as campus and district staff to create parent/school partnerships which lead to increased student attendance and academic success.
Track student attendance and ensure compliance with Compulsory Attendance Law and PEIMS requirements.

Qualification Guidelines:

Education/Certifications:

High School diploma/ GED

Experience:

No prior experience necessary

Special Knowledge/Skills/Abilities:

Strong organizational, communication, and interpersonal skills
Knowledge of community and support services available to assist students experiencing attendance challenges or homelessness

Supervisory Responsibilities:

None

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

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

Environment: May work prolonged or irregular hours

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

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

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Major Responsibilities and Duties:

Student Attendance

1. Contact parents daily (via personal phone call or district's automated calling system) prior to campus's official ADA time to inquire about and potentially avoid student absences; maintain Contact Log.
2. Seek, collect, organize and maintain written documentation from parents explaining reason for student absences and enter appropriate absence codes into the established database.
3. Reconcile daily attendance and keep accurate, auditable attendance records that meet PEIMS requirements.
4. Prepare and verify the accuracy of various attendance reports.
5. Ensure student and parent understanding of and compliance with Compulsory Attendance regulations.
6. Print and distribute/mail weekly to parents the district attendance notification and statutory warning letters.
7. Prepare and submit documentation for truancy court and assist in the presentation of truancy cases.
8. Appear in court with campus principal or assistant principal to present school's truancy case.
9. Monitor, post and promote campus daily attendance rate.
10. Provide incentives and interventions as needed to increase student attendance and decrease tardies.
11. Assist parents, students, and staff with questions regarding student attendance.
12. Collaborate with campus and district staff to ensure compliance with attendance regulations.

Other

13. Identify students who qualify for McKinney-Vento services and notify respective staff.
14. Oversee and coordinate student participation in the Backpack Program.
15. Conduct home visits as needed.
16. Attend and actively participate in district meetings and trainings.
17. Maintain confidentiality.
18. Perform other duties as assigned.

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