

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Clerk, Attendance (Middle School/High School)		Assigned Campus	Principal	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	3	193	Non-Exempt	June 2023

Primary Purpose:

Perform general bookkeeping and maintain financial records, including campus activity.

Qualification Guidelines:**Education/Certifications:**

High School diploma or GED

Experience:

No prior experience necessary

Special Knowledge/Skills/Abilities:

Typing, word processing and file maintenance skills

Effective organizational, communication, and interpersonal skills

Good phone and people skills

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

Major Responsibilities and Duties:

1. Collect and enter attendance and PEIMS data into established database and verify accuracy of according to established procedures.
2. Prepare and print reports, including attendance reports, grades, class or personnel rosters, end-of-semester reports, or accounting reports.
3. Maintain physical and computerized records, including student cumulative folders, progress and failure reports, class rosters, grade books, and schedule changes if applicable.

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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4. Run scan tabs, attendance letters and JDC reports for absences.
5. Withdraw students.
6. Run perfect attendance report and detail and problem report.
7. Give out admits and tardies.
8. Run recaps- run attendance log.
9. Assist parents, students, and faculty with questions regarding student attendance.
10. Process and transmits requests for student information and transcripts.
11. Call parents to verify student absences as needed.
12. Report all attendance problems to designated administrator.
13. Assist in campus office needed.
14. Maintain confidentiality.
15. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
16. Greet and direct campus visitors and assist parents in checking students in and out of school.
17. Receive, sort, and distribute mail, messages, documents, and other deliveries.
18. Assist with the receipt and distribution of student materials, including homework requests.
19. Maintain visitor log and issue visitor passes.
20. Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
21. Prepare documents and lists for honor roll, awards assemblies, and other student recognition programs.
22. Good phone and people skills.
23. Perform other duties as assigned.

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