



Longview Independent School District

JOB DESCRIPTION MIDDLE SCHOOL CLERK

JOB TITLE:	Middle School Clerk	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Principal	TERMS:	207 Days
DEPARTMENT:	Middle School Campus	PAY GRADE:	Clerical/Para 3

PRIMARY PURPOSE:

Gather and enter attendance data and demographic data for students

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Experience:

Some office/clerical experience, preferably in a school environment

Special Knowledge and Skills:

- Proficient skills in word processing
- Excellent communication and interpersonal skills
- Effective human relations skills

MAJOR RESPONSIBILITIES AND DUTIES:

1. Process and maintain student attendance records
2. Generates attendance records and ADA documentation and reports
3. Enters data in PEIMS according to standard procedures, prepares daily attendance list
4. Performs daily attendance lists, noting excused/unexcused status
5. Monitors students sent to attendance office
6. Maintain attendance for on-campus suspension students
7. May perform non-attendance related clerical tasks such as student registration/withdrawal



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

8. Ability to perform multi-tasks with frequent interruptions
9. Ability to communicate with teachers, administrators, police officers, parents and students
10. Comply with district policies, as well as state and federal laws and regulations
11. Adhere to the district's safety policies and procedures
12. Maintain confidentiality in the conduct of district business
13. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
14. Demonstrate regular and prompt attendance
15. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: APRIL, 2020