



LA JOYA INDEPENDENT SCHOOL DISTRICT  
201 East Expressway 83  
La Joya, TX 78560

**Job Title:** Elementary Attendance Clerk      **Wage/Hour Status:** Non-Exempt

**Reports to:** Campus Principal      **Pay Grade:** Clerical/Paraprofessional Employee  
Pay Grade 3

**Dept./School:** Assigned Campus      (\$ 17,856.80 - \$26,680.16)

**Initiated Date:** January 21, 2003

**Revised Date:** May 16, 2011

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**District Primary Purpose:** To assist and promote La Joya ISD in implementing a rigorous curriculum/instructional program that supports student success and achievement.

**Department Primary Purpose:** Assure that correct attendance counts are made on a daily basis.

**Qualifications:**

**Education/Certification:** High School Graduate/GED or Higher

**Experience/Knowledge:** Ability to type with reasonable accuracy a minimum of 50 words per minute  
Knowledge of correct English usage, grammar, spelling and punctuation  
Proficient in modern office methods and procedures  
Knowledge of statistical and records-keeping principles and procedures  
Ability to follow oral and written instructions  
Basic accounting principals

**Major Responsibilities and Duties:**

1. Knowledgeable in accounting procedure of student attendance and regulations based on state law, Board Policy, and administrative regulations.
2. Confer regularly with the campus attendance offices regarding attendance matters.
3. Work closely with teachers, school nurse, guidance counselor and administrators to improve students who have infrequent attendance.

4. Contact parents of students who are absent and keep log of all calls made to parents.
5. Inform attendance offices of the attendance patterns of chronic offenders.
6. Summarize daily attendance reports and compile monthly reports for submission to principal.
7. Audit enrollment, attendance, and transfer records as necessary to assure compliance and sound principles of accounting for student attendance.
8. Maintain confidentiality.
9. Perform all other duties as assigned.

WORKING CONDITIONS:

**Mental Demands:**

Ability to communicate effectively (verbally and written); maintain emotional control under stress.

**Physical Demands/Environmental Factors:**

Repetitive hand motions; prolonged use of computer. Work with frequent interruptions. Moderate standing, stooping, bending, and lifting.

POSITION WORKING DAYS: 202 Days

DATE POSTED:

DEADLINE: Until Filled

*All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. ([www.lajoyaisd.com](http://www.lajoyaisd.com))*

*Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. ([www.lajoyaisd.com](http://www.lajoyaisd.com))*

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_