

# Attendance-Focused Clerk Job Description

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## Position Summary

The Attendance Support Clerk plays an essential role in helping schools reduce chronic absenteeism and improve student success while also supporting a safe and orderly school environment. This position provides direct outreach to students and families, monitors attendance concerns, and helps connect students with resources that reduce risks associated with truancy. By reinforcing consistent school attendance, the Clerk contributes to both student success and campus safety.

## Key Responsibilities

### Attendance Monitoring

- Review daily and weekly student attendance reports to identify students at risk for chronic absenteeism.
- Track interventions and follow-up actions for assigned students, with an emphasis on prevention and early engagement.

### Family and Student Outreach

- Contact families through phone calls, text messages, and in-person meetings to address absences and encourage consistent attendance.
- Meet regularly with students to reinforce the importance of attendance, identify barriers, and connect them with appropriate supports.
- Educate families on state attendance laws and the link between attendance and school safety.

### School Collaboration and Safety Support

Work closely with the school's attendance liaison, counselor, and administrators to coordinate interventions.

- Assist with implementing school-wide attendance and safety initiatives (e.g., positive attendance campaigns, safe arrival/dismissal practices).
- Participate in safety-related team meetings where attendance data intersects with school climate and student well-being.

### Documentation and Case Support

- Maintain accurate records of outreach efforts and student/family contacts in a uniform tracking system to support data-driven decision-making and ensure cohesive responses.
- Support preparation of documentation related to truancy referrals, ensuring compliance with legal and safety protocols.
- Safeguard sensitive student information in all communications.

### Support for School Safety and Student Success

- Reinforce that consistent school attendance reduces risks associated with truancy, such as unsupervised time, unsafe behaviors, and disengagement from positive school supports.
- Collaborate with school safety teams to address attendance as a foundational element of safe, supportive, and orderly learning environments.

## Impact on Student Attendance

By engaging families, monitoring absences, and providing hands-on support, Attendance Support Clerks play a critical role in reducing chronic absenteeism. This work ensures that students remain connected to school, experience academic success, and benefit from a safe and supportive learning environment.