# International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

**Job Title:** Attendance Clerk

**Exemption Status/Test:** Nonexempt

**Reports to:** Principal

**Date Revised:** 01/2026

**Dept./School:** Assigned Campus

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## Primary Purpose:

Maintain accurate attendance records and manage inquiries related to attendance. Under close supervision, perform data entry including attendance, Public Education Information Management System (PEIMS) data, and record keeping.

## Qualifications:

**Education/Certification:**
High school diploma or GED

**Special Knowledge/Skills:**
Ability to use software to develop spreadsheets and databases, and do word processing
Proficient in keyboarding, 10-key numerical data entry, and file maintenance
Ability to meet established deadlines

**Experience:**
Two years of data entry experience preferred

## Major Responsibilities and Duties:

### Records and Reports

1. Collect and enter attendance and PEIMS data into established database and verify accuracy according to prescribed procedures.

2. Maintain student records and process requests for student information.

3. Prepare and distribute attendance reports as needed, monitoring attendance patterns and trends to identify issues.

4. Serve as the first point of contact for attendance-related inquiries, communicating with parents, students, and faculty regarding attendance matters.

5. Contact parents/guardians to verify student absences as needed and report attendance problems to designated administrator.

6. Assist in the development of attendance improvement plans and coordinate with staff to verify attendance records.

**Other**

6. Assist in campus front office as needed.
7. Process student enrollment/withdrawals as needed.
8. Maintain confidentiality.

**Additional Duties**

**8. Any and all other duties as assigned by immediate supervisor.**

## Supervisory Responsibilities:

None.

## Mental Demands/Physical Demands/Environmental Factors:

**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; 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

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____