



Join our JP II Cardinal Family *Attendance Clerk*

John Paul II High School is a next generation Catholic college preparatory high school serving families in the DFW area. Founded in 2005, JP II is committed to forming the next generation of effective and ethical servant leaders in our community and the world. Our formative education of the whole person; academic, spiritual, emotional, and physical, leads to personal transformation. Please visit our website ([here](#)) to find out more about our mission, vision, and unity statement.

Posting Date: May 17, 2023

Posting Close Date: Until Filled

Position Start Date: July 1, 2023

Location: John Paul II High School, Plano, Texas

Does your background include some of these educational and certification achievements?

- Associates degree required; Bachelors degree in related field preferred.
- Three to five years of experience in an administrative role.

We are open to learning more about your unique background that may contribute to meaningful alternatives to the above qualifications.

What other special knowledge and skills might you bring to our students and community?

- Able to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
- Has a working knowledge of the Cardinal Connect System in relation to student information and input.
- Has a working knowledge of the marquee and Cardinal Vision system.
- Ability to routinely gather, collate, and/or classify data; and use basic, job-related equipment.
- Knowledge of telephone etiquette and operations.
- Possession of strong interpersonal skills and sound judgment.
- Ability to communicate effectively with the public, employees, and peers.
- Ability to store and file correspondence and data in an organized manner.
- Ability to use correct grammar when writing and speaking.
- Ability to perform a variety of tasks.

We will look to you to:

- Receives school office phone calls regarding attendance.
- Maintains student files regarding absence notes.

- Responsible for tardy passes and leaving/returning to class passes/calling students to office.
- Inputs all absences/notes/calls for the day into Cardinal Connect.
- Runs attendance reports for distribution to faculty and Deans.
- Calls parents of students on the Daily Absence Report.
- Sends letters regarding three or more absences.
- Runs weekly tardy reports of three or more tardies.
- Compiles Wednesday Detention list of students exceeding three tardies.
- Assigns locks and locker numbers for students.
- Issues parking passes to students and faculty/staff and maintains spreadsheets .
- Assists students with Proof of Enrollment for drivers licenses.
- Provides office and clerical support to assist with the efficient operation of the school office.
- Other duties as assigned.

Performance of this job will be evaluated annually in accordance with the policies of the Diocese of Dallas and John Paul II High School.

Application Procedures: Complete an [application](#).

Additional Information: Letter of interest, current resume, including significant accomplishments, and non-original copies of transcripts to:

Mark Crawford
Human Resources
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Salary: Commensurate with experience and competitive with local schools. Benefit package included.

Interviews conducted as needed.