

FRANKLIN PIERCE SCHOOLS
JOB DESCRIPTION

POSITION TITLE: HIGH SCHOOL ATTENDANCE COORDINATOR

JOB SUMMARY: The High School Attendance Coordinator responds to inquiries from staff, students, parents, and public; maintains files and records; prepares, processes, and distributes documents and forms; inputs data into computer; contacts parents regarding absences or discipline actions; supervises students, as required; directs student workers.

ESSENTIAL JOB FUNCTIONS:

Responds to inquiries from district staff, students, parents, and the public to provide information and/or refer to appropriate parties.

Maintains files and records (e.g. student discipline, petitions, attendance, truancy, etc.) to provide current and timely information.

Prepares and distributes documents and forms (e.g. attendance, BECCA bill, correspondence, various reports and forms, disciplinary forms and petitions, homework requests, etc.) to provide information to district staff, students, parents, and the public.

Inputs data into computer systems (e.g. attendance, student discipline, etc.) to ensure timely and accurate information is available.

Contacts parents or guardians (manually or with auto-dial attendance telephone system) to report student absences or disciplinary actions.

Processes documents (e.g. leave forms, planned or extended absences, etc.) to ensure current and accurate data and to provide information to students and district staff.

Supervises students requiring monitoring for disciplinary or other reasons.

Directs work of student attendance workers.

Assists other school staff as necessary to complete assigned tasks.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Possesses a high school diploma or equivalent.
- One year office experience in a school setting, preferred.
- Must have a sincere interest in working with high-school aged students in a positive way.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Skills to:

- operate standard office equipment, including computer
- use proper grammar, spelling, and English in both oral and written communications

Knowledge of:

- technology including word processing, spreadsheet, and Internet software
- general clerical procedures
- district and state policies and procedures

Ability to:

- handle matters and information in a confidential and professional manner
- work independently
- work in an atmosphere where interruptions occur frequently and priorities are often modified
- use diplomacy in dealing with students, parents, district staff, and the public
- establish positive, productive, and cooperative working relationships with district staff, students, parents, and the public to enhance the completion of assigned tasks
- communicate effectively with co-workers, students, parents, and the public
- organize, set priorities, meet deadlines, attend to detail and follow through on a variety of assigned tasks
- understand and carry-out oral and written instructions
- upgrade skills necessary to perform work

SPECIALIZED PERFORMANCE RESPONSIBILITIES:

- Must be comfortable with technology and learning new computer skills.
- Must have a sincere interest in working cooperatively with the District Systems Administrator to assure the accuracy of the student data system.
- Must be able to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution.
- Must demonstrate a sincere interest in representing the school and the District in a positive and professional manner, both in person and by phone.
- Must have physical hand agility and tolerance for inputting high volumes of computer data.
- Must be able to sit, stand, squat, bend and reach; grasp, hold, lift, and maneuver a minimum of 20 lbs.
- Must be willing to upgrade skills as requested and required.

REPORTING RELATIONSHIP: Reports to the Building Principal

*April 2000
Revised March 2008
December 2008
February 2017*