

Arlington School District No. 16
Job Description

JOB TITLE: Attendance Specialist

CLASSIFICATION:	Classified
LOCATION:	Arlington High School
REPORTS TO:	Building Principal
HOURS:	Varies
SALARY:	Per PSE Schedule A

SUMMARY: The high school Attendance Specialist is directly responsible to the principal to minimize student absenteeism. This person will perform tasks as delegated by the principal with primary responsibility for creating a productive and effective student learning environment, and will assist in improving overall student attendance and work with students who are chronically absent or truant.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assist in maintaining an optimum learning environment for students
- Work with the attendance secretary to track student attendance and investigate truanancies
- Work with campus security monitors
- Administer the student attendance policy
- Monitor daily student attendance and assume responsibility for implementing established attendance procedures, including: recordkeeping, intervention activities, assigning consequences, and ensuring due process rights of students
- Work with the Snohomish County court system and comply with all BECCA law requirements, including: preparing court documents, appearing as the District's representative at court proceedings, giving expert testimony, and maintaining accurate records.
- Handle referrals from teachers regarding student attendance, and assign consequence
- Escort students to class as necessary
- Maintain accurate discipline referral records and attendance records
- Maintain adherence to all applicable federal and state regulations and laws
- Contact parents as necessary
- Make students and parents aware of policies and procedures regarding school attendance
- Assist in supervision of campus grounds during the school day
- Project a positive image to students, staff and public
- Able to communicate positively and clearly with students, parents and staff
- Observe strict confidentiality with student information
- Other duties may be assigned

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

AA degree or higher education in related field preferred
Work experience with judicial and/or legal system

Work experience with high school age at-risk students

CERTIFICATES, LICENSES, REGISTRATIONS:

First Aid/CPR Card

Ability to travel between schools

LANGUAGE SKILLS:

Ability to read and interpret governmental regulations, forms, plans, and reports specific to school administration. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions from groups of staff, students, and parents.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply the concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists

OTHER SKILLS AND ABILITIES

Ability to use office technology including computer, scanner, copier, auto-dial phone system

Ability to establish and maintain effective working relationships with students and staff

Ability to perform duties with awareness of District requirements and Board policies

Proactive communication skills

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk and talk or hear, and occasionally required to sit. The employee may occasionally push or lift up to 25 pounds, such as boxes of books and AV/VCR carts. The employee is directly responsible for the safety, well-being or work output of other people. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

There are no unusual environmental conditions. Typically, the noise level in the work environment is moderate to high. The employee must be able to meet deadlines with time constraints and interact with students and other employees.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.