

## Attendance Coordinator Job Description

Name: \_\_\_\_\_

School Name: \_\_\_\_\_ City: \_\_\_\_\_, TX

**Job Summary:** The Coordinator of Attendance directly reports to the Dean of Students. The coordinator is responsible for coordinating the attendance and reports of all students. In addition, the coordinator directs and supervises the school's attendance policies and logistics of parking and identification programs by working with administration to develop, implement, and maintain plans to address attendance and truancy issues.

### Essential job functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Coordinates the planning, development, implementation and maintenance of school attendance with the Dean of Students and Assistant Principal of Student Affairs
- Develops and recommends attendance/truancy policies, procedures, standards, and directives
- and communicates them orally and in written form
- Participates in the development of department goals and objectives; recommends, implements
- and administers policies and procedures
- Supervision of student attendance/truancy
- Prepare and issue detentions for multiple tardies/late arrivals; refer to Dean when threshold has met
- Authorizes alignment of light schedule with current year school schedule
- Compiles and evaluates data, prepares analysis, reports and recommendations regarding school attendance and truancy
- Supervises, directs and assigns the school's attendance duty supervisors
- Supervises Office Aides
- Communicates directly with school administrators on issues of attendance and truancy
- Performs other job-related duties as assigned by the school principal and Principal for Student Affairs.
- Enforces, assigns, and oversees faculty, student, and visitor parking
- Initiates training for users of the Raptor system
- Administers the school identification program
- Designs card template to be used for the school identification program
- Enforces student behavioral standards
- Organize and facilitate assignment of parking lot spaces
- Maintains a variety of manual and electronic documents, files and records for the purpose of documenting activities, providing written reference and complying with mandated requirements
- Supports and monitors teacher class attendance records and runs reports for Assistant Principal for Student Affairs
- Assigns and manages student attendance directly with students and families
- Assists with front office duties when available
- Assist with other duties assigned by administration

### Important job functions:

- Interprets and enforces school policies
- Communicates regularly and effectively with students, parents, and other professionals
- Contributes to the faculty and student/parent handbooks in accordance with Diocesan guidelines in conjunction with the Principal and Assistant Principal for Student Affairs
- Presents information and procedures to staff regarding attendance regulations and requirements
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students, and staff

**Minimal Qualifications:****Education/Certification:**

- Bachelor's degree

**Experience:**

- Has experience with student data and management systems

**Knowledge, Skills, and Abilities:**

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of curriculum, instructional methods/strategies, and curriculum differentiation
- Knowledge of child development, learning, and behavior
- Able to manage student behavior
- Able to communicate effectively in both written and verbal form
- Able to work well with others in a school community
- Skill in handling multiple tasks simultaneously
- Skill in job-appropriate technology and instructional technology
- Skill in critical thinking and planning

**Working conditions:**

- Required to work some nights and weekends
- Required to manage moderate to high levels of stress
- Required to work a minimum of a full school day
- Required to work in standard office and school conditions

**Mental/Physical Demands:**

- Required to lift or carry supplies, textbooks, furniture, and equipment at a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to monitor students in a variety of locations including those with noise, activity, and inclement weather

**FLSA classification:** ☒ Exempt

☐ Non-exempt (hourly)

**School classification:** ☒ Full-time

☐ Part-time

☐ Temporary

☐ Other/seasonal

**Employee Certification**

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a "work at will" state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not

create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_