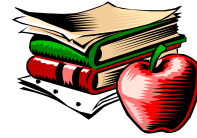




JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Attendance Coordinator

Revised 9/19

DEFINITION

Under the direction of the Superintendent and/or designee, responsible for enforcing the rules and policies of the district for proper school attendance.

He/she shall extend every effort to see that students attend school regularly when not ill and that they report to class promptly. The coordinator shall also work cooperatively with teachers, counselors, school administrators, and parents to assure compliance with attendance laws and regulations, and other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Confer regularly with his/her supervisors, the school principals or their designees, regarding matters related to student attendance and welfare.
- Confer with students and their parents regarding problems or concerns related to student attendance, welfare, and makes home visits as necessary.
- Work closely with all school personnel regarding matters related to student attendance and welfare.
- Recommend pupil referrals to the school principal or designee for such agencies as the child guidance clinics, family service and placement agencies, and to other institutions and school as directed.
- Assist the principal to coordinate, refer and submit the School Attendance Review Board (SARB) referrals to District SARB.
- Responsible to implement and oversee the District School Attendance Review Board (SARB) program.
- Act as a liaison between the school and community agencies, such as public and private welfare, psychiatric, and law enforcement agencies. Serves as liaison between district, school, and home to explain legal procedures involving school attendance.
- Participate in in-service training of school personnel in matters related to student attendance and welfare.
- Investigate non-attendance to insure legality of absence excuses.
- Represent the district in all SARB business.
- Prepare all necessary attendance reports, etc., related to SARB business and coordinate attendance related contracts.
- Assist in the direct supervision of attendance office personnel.
- Oversee attendance accounting and the preparation of attendance reports.
- Enforce the district's rules and regulations related to school attendance areas.
- Prepare attendance reports, etc., as requested by the school or district administration.
- Assist school site personnel with campus safety concerns and campus supervision.
- Perform other duties as directed by the school or district administration.

MINIMUM QUALIFICATIONS

Education

Associate's degree required

Bachelor's of Arts or Bachelor's of Science desired

Experience

Working with students and parents in related position

Working district/state/federal laws and regulations relating to child welfare and attendance

Supervisory experience desired

Licenses and Other Requirements

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

KNOWLEDGE AND ABILITIES

Knowledge of

- Youth programs, school and community activities.
- Basic computer skills with applications such as MS Word, MS Excel etc.
- General office procedures and office machines (computer, fax, and copier).
- Correct English/Spanish usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Available community resources both public and private.
- Oral and written communication skills.

Ability to

1. Work well with the community at-large, including parents and students.
2. Communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
3. Work closely with students, demonstrating broad understanding, tolerance, and acceptance of them.
4. Apply problem solving techniques.
5. Effectively organize, manage, and direct the work of others; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor office environment.

Physical Demands

- Continuous use of hands and fingers, hand-eye coordination, and manipulation of large and small objects.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Clarity of vision at varying distances.
- Lifting of objects with a strength factor of light work.
- Frequent sitting, standing, and walking.
- Occasional bending, reaching, stretching, pushing, pulling, kneeling and crouching.
- Rare instances of climbing and balancing.