

**MANAGEMENT JOB DESCRIPTION**

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**ATTENDANCE COORDINATOR**

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**JOB SUMMARY:**

Under the direction of the Assistant Superintendent of Student Services, responsible for overseeing and enforcing the rules and policies of the district for proper school attendance. Extends every effort to ensure that students attend school regularly. The coordinator shall work cooperatively with teachers, counselors, school administrators, and parents to ensure compliance with attendance laws and regulations. Monitor school wide attendance data and work with individual students and their families with regard to attendance issues. Responsible for tracking the district's attendance initiative.

**ESSENTIAL JOB FUNCTIONS:**

- Establish regular meetings with principals 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 referrals to the principal 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 the 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 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 as requested by the school or district administration.
- Performs other related duties as assigned or directed.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Multiple Subject Credential
- Master's degree or higher

## ATTENDANCE COORDINATOR

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- Site leadership experience in public K-12 education strongly preferred
- Prior job related experience with increasing levels of responsibilities in a school setting

### **Minimum Qualifications:**

- Strong written and oral communication skills.
- Strong educational technology skills.
- Strong organizational skills.

### **Knowledge, Skills, and Abilities:**

- Knowledge of policies and practices of the school with regard to truancy and discipline.
- Ability to support and inform parents relating to child welfare and attendance.
- Highly knowledgeable and experienced with child welfare and attendance.
- Experience working with district/state/federal laws and regulations relating to child welfare and attendance.
- Knowledge of youth programs, school and community activities.
- Knowledge of available community resources both public and private.
- Capacity to manage multiple projects simultaneously in a fast-paced environment, balancing day-to-day operations with special projects.
- Problem-solving and analytical skills with a management style that considers multiple approaches to challenges.
- Strong presentation skills.
- Ability to work independently with limited direct supervision, and to adhere to schedules and timelines.
- Excellent public relations skills utilizing tact, patience and courtesy.
- Ability to work well with the community at-large, including parents and students.
- Ability to work closely with students, demonstrating broad understanding, tolerance, and acceptance of them.
- Ability to work in a positive manner with people who are in an adversarial situation.

*Management Salary Schedule: M*

*BOARD APPROVED: 4/19/23*

*REVISION DATES:*