

ALBANY LEADERSHIP CHARTER HIGH SCHOOL FOR GIRLS

ADMINISTRATIVE/PROFESSIONAL JOB DESCRIPTION

Job Title: Attendance Officer
Prepared Date:
Revised Date:
Work Year: Part-time 10-month employee
Department:
Reports To: School & Community Safety Coordinator
Salary Range:

SUMMARY:

Manage daily student attendance. Duties include inputting and coding student attendance, supporting attendance intervention plans, and responding to attendance related inquiries.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position.

1. Accurately code and input student attendance.
2. Provide support and guidance to students, families, and staff with respect to attendance related matters.
3. Manage daily absence and late call through school's One Call system.
4. Update various school databases with student and guardian contact information.
5. Respond to attendance related inquiries.
6. Cross reference daily and meeting attendance.
7. Provide daily attendance report to administration.
8. Collect and file attendance related documentation.
9. Greet students and guests at building entrance.
10. Uphold and enforce all school policies.
11. Assist Main Office with administrative support.
12. Perform other duties as assigned by Principal and/or School and Community Safety Coordinator.

To perform this job successfully, the Attendance Officer must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and dispositions required. Reasonable accommodations may be made to enable individuals with less than required attributes or with disabilities to perform the essential functions to expectations.

EDUCATION AND TRAINING:

High School Diploma or high school equivalency degree; Earned Associate's or Bachelor's Degree preferred.

EXPERIENCE:

Demonstrates proper attitude and experience working with high school students, preferably within an urban setting.

SKILLS, KNOWLEDGE, DISPOSITIONS:

Operating knowledge of and experience with personal computers, word processing and database software. English language skills required. Oral and written fluency in second language may be preferred or required based on student and parent primary language needs.

CERTIFICATES, LICENSES, & REGISTRATIONS:

Language Skills: Excellent oral and written communication skills.

Mathematical Skills: Basic math skills required.

Reasoning Ability: Ability to problem solve in a fast-paced environment.

Other Skills and Abilities: Positive interpersonal skills and proven ability to work well with people.

PHYSICAL DEMANDS:

While performing the duties of this job, the Attendance Officer is regularly required to stand, walk, talk, hear and see. The Attendance Officer must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. Working with other adults and students may occur in both noisy and quiet areas.

MENTAL FUNCTIONS:

While performing the duties of this job, the Attendance Officer is regularly required to use interpersonal skills; frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate.