



### **Asst 3 / Attendance Manager**

#### **Purpose Statement**

The job of Asst 3 / Attendance Manager is done for the purpose/s of providing support to the instructional process, under the direction of the principal, with specific responsibilities for the attendance, safety and welfare of students during classroom and non-classroom activities; minimizing the frequency and/or severity of incidents; and communicating observations and/or incidents that have a potential impact on the general well being of students, school personnel, and/or visitors.

This job reports to Principal

#### **Essential Functions**

- Administers first aid to students and/or site personnel for the purpose of providing immediate emergency medical assistance.
- Analyzes activities that may be in violation of school policies and/or an indication of possible criminal activity (e.g. unauthorized visitors, threats against students, possible violations of school policy, etc.) for the purpose of ensuring a safe and productive school environment.
- Collaborates with other school and district personnel for the purpose of providing information and/or taking action regarding investigations, criminal activities, gang activity, vandalism, etc. for the safety and security of the school site.
- Communicates safety, security and attendance policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Coordinates in-school suspension activities for the purpose of ensuring follow through with appropriate consequences for various rule infractions.
- Escorts students, assigned personnel and/or visitors (e.g. special needs students to their busses, unruly students off the bus, etc.) for the purpose of providing direction, ensuring their safe and timely arrival, and providing site security.
- Intervenes in potential conflicts and emergency situations for the purpose of diffusing confrontations and minimizing disruptions of campus activities and/or injury to involved parties.
- Maintains a variety of manual and/or electronic files and records (e.g. schedules, guidelines, locker information, attendance logs, etc.) for the purpose of ensuring the availability of information for future reference and/or audit for compliance to established policies.
- Manages school-wide student attendance for the purpose of ensuring adherence to established policies and procedures.
- Monitors student behavior, during and between assigned periods, during lunch breaks, and before and after school (e.g. hot spots, parking lots, lunchroom, classrooms, detention, dances, home games, assemblies, etc.) for the purpose of ensuring student compliance with established guidelines, maintaining a safe and positive learning environment, and secure facility.
- Participates in unit meetings, team meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

- Prepares a variety of documents (e.g. incident reports, activity logs, disciplinary referrals, attendance reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Reports incidents to appropriate site personnel (e.g. truancy, personal injuries, altercations, suspicious activities, rule violations, etc.) for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
- Responds to a variety of situations (e.g. accidents, injuries, vandalism, suspicious activities, alarms, trespassers, medical emergencies, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Responds to inquiries from a variety of sources regarding attendance issues for the purpose of providing information, direction and/or referral for addressing inquiry.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: administering first aid; operating standard office equipment and using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of investigation; and record keeping.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 60% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

CPR/First Aid Certificate

**Continuing Educ. / Training:**

**Clearances**

Maintains Certificates and/or Licenses

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 3

