

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Citizenship Assistant – High School

Pay Table: Support

Pay Grade: 4

FLSA Status: Non-Exempt

Job Code: 833

Reports to: Principal

JOB SUMMARY

Under the general supervision of the principal, the high school citizenship assistant tracks attendance of high-risk students, notifies parents of attendance and citizenship problems, coordinates citizenship makeup, and supervises the in-school suspension program.

ESSENTIAL JOB FUNCTIONS

- Assists with maintenance of student computer information files, including schedules, phone numbers, work numbers, etc.
- Maintains computer record of student citizenship, attendance, behavior, truancy tickets, and administrative conferences. Records citizenship makeup and enters changes to citizenship grades when necessary.
- Tracks activities and citizenship progress of high-risk students ("U's" for smoking, violation of school and/or district policy).
- Provides student names to vice principals and counselors for issuance of truancy tickets. Tracks tickets to assure payment.
- Advises teachers, administration and parents concerning individual eligibility, citizenship status and make-up, and student fines and fees.
- Prepares and sends citizenship notification letters to students and parents.
- Provides citizenship makeup handouts, forms and information to students, parents and faculty.
- Schedules and administers citizenship make-up programs; mails forms and maintain files. Arranges sites for students to perform citizenship make-up. Verifies citizenship contracts with supervisor of service.
- Requests homework for students with extended absences.
- Coordinates student suspensions. Supervises disciplinary students (including I.S.S. and supervision during lunch break).
- Escorts truant or tardy students to class or to administrators.
- Serves on Attendance and Eligibility Review committee
- Provides administrative and clerical support to resource officer (e.g., juvenile court referrals, assists with preparation of reports, assists with tracking of high-risk

- students, coordinates with probation officers and provides necessary information).
- Assists with general office duties as necessary or assigned (e.g., answers phones, inputs Accident and Injury reports, maintains supplies, prepares correspondence for vice principals and other administrators, issues activity cards, distributes dance pictures).
 - Processes parking pass forms and enters parking fines from tickets.
 - Activates and distributes key cards to students.
 - Attends meetings as needed.
 - May Substitute in classes when teacher is unavailable. May assist secretaries as required.
 - May prepare grade recommendations for student aides.
 - May verify citizenship eligibility for extracurricular activities, including teams and performing groups. Also may confirm completion of graduation requirements.
 - May assist with school registration.
 - May oversee Copy Center.

MINIMUM REQUIREMENTS

- High School graduation or equivalent education and/or experience.
- One (1) year of experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Computer skills, including proficiency in word processing.
- Ability to work effectively with teenagers and troubled youth.
- Strong interpersonal and communications skills required for interactions with students, parents, etc.
- Ability to accept, receive and/or collect payment.
- Ability to use small office equipment.
- Ability to maintain inventory and property.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.