



Lompoc Unified School District
1301 N A Street
Lompoc, CA 93436
Phone: 805.742.3300
Fax: 805.735.8452

Title: Coordinator of Student Attendance

Reports to: Director, Student Support Services

Work Year: 208 days

Employment Status: 1.0 Full Time Equivalent

Benefits: Eligible to participate in district medical, dental and vision insurance.

Purpose of Position: The Coordinator of Student Attendance ensures that no student loses educational opportunities as a result of absences. The major priority is to investigate attendance matters, reduce student absenteeism and tardiness and prevent students from dropping out or leaving school prior to graduation.

Essential Functions:

- Confer regularly with the Director of Student Support Services regarding student attendance matters.
- Provide leadership and assistance to district attendance officers in planning and executing activities related to the school's attendance procedures and requirements.
- Conduct meetings (e.g. referrals, due process, discipline, School Attendance Review Board, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Report to the Director, all school-age children who are unable to participate in the regular school program due to attendance issues.
- Keep abreast of developments/issues regarding student attendance and provide leadership in determining their appropriateness for inclusion in the District's educational programs.
- Work closely with school principals, teachers, guidance counselors, school nurses, student study team members and substance awareness coordinators, regarding students who are absent or tardy frequently and who have not responded to the corrective procedures implemented by the building principal.
- Serve as a liaison among schools, parents, courts, and agencies.
- Attend hearings to represent the school district in issues dealing with student attendance and to act as a witness in such matters when required.
- Maintain positive, cooperative, and mutually supportive relationships with the principals, the instructional staff, students, parents, and representatives of community resource agencies.
- Protect confidentiality of records and information gained as a part of exercising professional duties and use discretion in sharing such information within legal confines.
- Coordinate district implementation of programs that support positive attendance (e.g. PBIS, restorative approaches to discipline, positive attendance messaging campaigns, Saturday Attendance Academies etc).

Coordinator of Student Attendance (continued)

Non-Essential Functions:

- Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- Perform such others duties and tasks and assume other responsibilities as may be assigned by the Director of Student Support Services.
- Attend meetings, conferences, workshops, etc. (e.g. county and state workshops, etc.) for the purpose of understanding the changes for updating and implementing district procedures.

Working Conditions & Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

- Ability to stand and circulate for extended periods of time.
- Speak and hear.
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Communicate effectively in English, using proper grammar and vocabulary.
- Occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity.
- Generally, the job requires 50% sitting, 25% walking, and 25% standing.
- The job is performed under a generally hazard free environment.

Licenses and Other Requirements:

- California Teaching/Counseling Credential
- California Administrative Services Credential (or certificate of eligibility)
- Master’s degree from an accredited college or university with major course work in education.
- Have at least five (5) years experience in an educational role.
- Site administrative experience is desirable.

Desired Qualifications:

- Bilingual in English and Spanish.

FLSA Status:

Exempt

The District reserves the right to update, revise or change this job description and related duties at any time.

Board Approved: May 23, 2017