

**Classified Personnel
Job Description**

POSITION TITLE: AMS Attendance Officer

QUALIFICATIONS: Shall have a working knowledge of computers.
Shall communicate effectively both orally and in writing.
Shall have general knowledge of keyboarding skills.
Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
Shall have a high school diploma or GED.

PHYSICAL REQUIREMENTS: Shall have the ability to sit, light lifting, stoop, any and all body movements as related to the job description.

RESPONSIBLE TO: Principal

GENERAL DUTIES: Shall react positively to directives.
Shall carry out assignments in a timely manner without undue checking.
Shall adhere to time schedules as set forth.
Shall have a willingness to cooperate with the principal and staff.
Shall adhere to School Board of Education Policies and Procedures and SBDM Policies.

SPECIFIC DUTIES: Shall maintain a record of absentees for all students for the morning and afternoon.
Shall maintain cumulative attendance for all students.
Shall call parents regarding student absences and receive calls from parents.
Shall maintain records on excuses (doctor, parent, etc.).
Shall maintain sign-in and sign-out records and report excessive tardies to the Assistant Principal.
Shall manage the Attendance Program.
Shall prepare letters to parents regarding excessive absences and tardies.
Shall perform any other duties as assigned by the supervisor.

DAY OF EMPLOYMENT: 182 days (6.5 hours per day)

SALARY: Commensurate with the Ashland Independent Schools Classified Salary Schedule.

Updated 5/20/19