

**Classified Personnel
Job Description**

POSITION TITLE: Attendance Officer - Blazer

QUALIFICATIONS: Shall have a working knowledge of computers, accounting abilities and accurate record keeping.
Shall communicate effectively both orally and in writing with parents, students and faculty.
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: Building 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 the morning and afternoon for the Collaborative School.
Shall maintain attendance cards recording each student's absences and pull cards, place calls home and record reason for absence.
Shall receive calls from parents who report their child absent.
Shall keep doctor statements on file and check for appeals.
Shall maintain a record of late students -- students sign in that are late for school and students sign out in the attendance office when counselors are out.
Shall manage the Attendance Program -- maintain student attendance records, generate homeroom scan sheets and prepare letters to parents regarding suspensions and disciplinary action.
Shall perform any other duties as assigned by the supervisor.

DAY OF EMPLOYMENT: 195 days (8 hours per day)

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

Updated 7/25/2011