



# Sacaton School District #18

## JOB DESCRIPTION

**JOB TITLE: Attendance Aide**

Position Type: **Classified**

Salary Schedule: **Classified (Grade D)**

Term of Employment: **9 months**

Approved by: **Sacaton Governing Board**

Reports to: **Director of Federal Programs**

Location: **Middle School**

Hours: **7:30 am-4:00 pm**

Lunch: **30 minutes**

### **POSITION SUMMARY**

The Attendance Aide will monitor student attendance at assigned school site and maintain appropriate attendance records; Implement attendance interventions for students experiencing truancy; Enforce District attendance policies and the Gila River Indian Community Truancy Code; Represent District in Truancy court hearings.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**JOB GOAL:** To support the mission of the district goals, procedures, and policies in the best interest of the student by professionally carrying out assigned duties and participating in the improvement and refinement of related areas.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIRED:**

- Must have the authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- High school diploma or GED or equivalent.
- Job related experience working in a school setting preferred.
- Member of Gila River Indian Community preferred

### **REQUIREMENTS:**

- Adheres to the District vision, mission, core values and goals in collaboration with staff.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates a high regard for confidential and sensitive information.

### **ESSENTIAL FUNCTIONS:**

- Communicates with parents, students, staff, etc. in person, by telephone or letter for the purpose of providing information on a variety of attendance issues and meeting district and Tribal absence notification requirements.
- Maintains a variety of attendance records, schedules, and files (manual and computer) (e.g. contact and telephone logs, student attendance, school calendars, etc.) for the purpose of providing reliable information in compliance with district policies.
- Prepares a variety of reports and written materials (e.g. passes, standardized and special attendance reports, letters to parents, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.
- Processes documents and materials (e.g. attendance records, excuse notes, student placement, disciplinary and/or suspension notices, etc.) for the purpose of disseminating information to appropriate parties.

- Responds to inquiries from a variety of individuals (e.g. staff, parents, probation officers, other schools, Restistar, etc.) for the purpose of providing information and/or directions as may be required.
- Other duties as assigned.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Provide outstanding customer service.
- Work effectively under time constraints.
- Comply with District's attendance standards as described in established guidelines.
- Detailed-oriented and self-motivated.
- Excellent communication skills.
- Excellent memory and ability to function well under stress.
- Demonstrate a high regard for confidential and sensitive information.
- Demonstrate flexibility, common sense, and good judgment.
- Ability to keep abreast of information pertinent to the job.
- Read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Write routine reports and correspondence.
- Ability to pull, push, reach, bend and walk.
- Solve practical problems and deal with a variety of concrete variables in standardized situations.
- Effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Meet any additional specific job requirements as indicated by the department.
- Assist other personnel as may be required to support them in the completion of their work activities.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*