

DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Licensed-Teacher on Special Assignment (TOSA)

JOB TITLE: TOSA-Attendance Coordinator-High School

Reports To: Assistant Principal

Job Purpose Statement/s: The Attendance Coordinator position involves multiple responsibilities including overseeing and enforcing the attendance policy, monitoring school wide attendance data, and working with individual students and their families with regard to attendance issues. The attendance coordinator is also responsible for tracking the East County Attendance initiative.

Essential Job Functions:

- **Provide** input into annual creation of policies and documents regarding student attendance.
- **Oversee** staff education and implantation of attendance policies.
- **Oversee** maintenance of school attendance records and data.
- **Handle** attendance related referrals when procedures determine referral to an administrator.
- **Contact** parents of students with attendance problems.
- **Facilitate** students, parents and staff together as attendance issues arise.
- **Maintain** a professional awareness of regulations regarding child welfare and attendance by having a working knowledge of state law, Board policy, and administrative regulations.
- **Work** closely with teachers, school nurses, guidance counselors, and principals regarding students who are absent or tardy too frequently and who have not responded to the corrective efforts made by the building principal.
- **Refer** any student who appears to have exceptional problems that interfere with school attendance or adjustment to school counselors and administration.
- **Make** final determination of "excused" or "unexcused" absence.
- **Confirm** 10-day drops as per State law.
- **Oversee** staff assigned to attendance duty.
- **Oversee** the school's participation in the East County Attendance Initiative.
- **Work** with outside agencies that are related to student attendance.

Other Job Functions:

- **Respond** to potential emergencies (e.g. alarm calls, bomb threats, fights, etc) for the purpose of ensuring safety of students, personnel and property.
- **Assist** with transporting students as needed.
- **Other** responsibilities as assigned.

Job Requirements – Qualifications:

- ♦ **Experience Preferred:** Prior job related experience with increasing levels of responsibilities in a school setting.

- ♦ **Skills, Knowledge and/or Abilities Required:**

Skills to communicate positively and effectively to students, parents and staff; and appropriately intervene in emergency or potentially critical situations, use English in both written and verbal form, communicate effectively with persons of varied educational and cultural backgrounds, document accurately.

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Knowledge of policies and practices of the school with regard to truancy and discipline.
Working knowledge of the computer.

Abilities to work in a positive manner with people who are in an adversarial situation.

The ability to sit for prolonged periods, understand and carry out oral and written instructions, work independently with minimal supervision, maintain firm but courteous attitude toward individuals, maintain written records. Significant physical abilities include talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation/field of vision.

Education Required: Bachelor's Degree.

Licenses, Bonding and/or Testing Required Licenses, Bonding and/or Testing Required: Appropriate Teacher Standards and Practices Commission license, Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

Multi-Cultural preferred. Bi-Lingual preferred. ESOL and/or Reading endorsements preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Other: First aid card and cardiopulmonary resuscitation certificate.

Terms of Employment: Salary and work year according to the current contract and school calendar.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.