



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 position of Attendance Coordinator - The emphasis of this job will be in communicating with students, parents and staff regarding student attendance.

In addition, this position will identify potential problems regarding attendance of students, maintain safety at school site by enforcing attendance policies and regulations, communicating information and responding to inquiries of students, staff and parents.

Essential Job Functions:

- **Confer** with parents on daily absences and makes home calls regarding designated plan.
- **Counsel** students in matters of attendance and tardiness and makes every effort to gain their cooperation.
- **Provide** attendance information to the guidance counselors and administrators.
- **Counsel** students and carries out the school's policy on truancy.
- **Maintain** a file on referrals, counseling, and action taken.
- **Consult** with members of the student intervention team when requested to do so.
- **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.
- Determine if a student's absence is "excused" or "unexcused".
- Confirm 10-day absences as per state law.

Other Job Functions:

- **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.

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

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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: Appropriate State license, Criminal Justice fingerprint clearance, and valid driver's License and evidence of insurability.

Other: First aid card and cardiopulmonary resuscitation certificate.

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

Multi-Cultural preferred. Bi-Lingual preferred.

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.

David Douglas School District is an Equal Opportunity Employer