

## ATTENDANCE PROGRAM ASSISTANT

### DEFINITION

Independently supervise, monitor and control a secondary detention hall; maintain attendance and enter attendance information as needed; contact parents regarding student absences; and do other related work as required.

### ESSENTIAL FUNCTIONS

Monitor students in detention hall; compile information and prepare reports and summaries; answer telephone and provide caller with routine information and data; maintain a variety of alphabetical, statistical, and subject matter files and records; perform a variety of functions using a computer terminal; enter information into computer for attendance, Saturday School, and in-house suspensions; complete and mail notices regarding discipline and attendance to parents or proper office; check and maintain attendance records; answer questions on attendance; notify counselors about students with excessive absences; notify parents and guardians by telephone and/or written correspondence regarding attendance; may compose routine letters and memoranda independently; maintain a neat and orderly work environment; maintain an environment in detention hall that supports schoolwide rules and regulations; prepare and distribute student identification cards; and perform other duties as assigned.

### EMPLOYMENT STANDARDS

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

Behavior modification strategies and techniques;  
Legal mandates, basic school law, policies, rules, and regulations concerning attendance, security, and appropriate student behavior;  
Student information/data processing and record management systems.

##### Ability to:

Effectively work with computerized systems;  
Perform effectively and efficiently in situations requiring tact, diplomacy, and good judgment;  
Enforce campus rules and regulations;  
Communicate effectively in oral and written form, particularly with adolescent students;  
Understand and carry out oral and written directions;  
Establish and maintain an effective working relationship with those contacted in the course of work;  
Relate effectively with racially and ethnically diverse staff, students, and community;  
Use basic typing skills.

#### EDUCATION AND EXPERIENCE

##### Education:

Equivalent to the completion of the twelfth grade.

##### Experience:

One year experience working with adolescent age students. Some supervisory and crowd control experience desired. One year of experience performing varied general office or clerical functions.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; ability to maintain work station for the necessary hours; physical dexterity in limbs and digits necessary to operate office equipment.

Working Conditions:

Working indoors at a desk.

Pre-Placement Physical: Class I