

**SCHOOL DISTRICT OF GADSDEN COUNTY  
JOB DESCRIPTION**

**ATTENDANCE ASSISTANT**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent
- (2) Minimum of two (2) years of successful work-related experiences with adults and students
- (3) Computer and software proficient

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work with different diverse groups of adults and students, demonstrating strong interpersonal skills.  
Ability to communicate effectively in writing and in oral communication.  
Ability to collect, analyze, and interpret data.  
Ability to plan developmentally appropriate programs for students and parents.  
Ability to organize and conduct meetings with students and parents, communicate implementation strategies, disseminate precise information, and interpret technical issues related to the attendance program.  
Ability to successfully coordinate different soft skill programs.  
Ability to identify strategies to remove barriers for students and their parents.  
Ability to provide consultation and advice to students, teachers, parents, principals and district and school staff on the program.  
Ability to maintain confidentiality.  
Ability to work under deadline pressures and timely submission of assigned documents, tasks, and other work.  
Strong work ethic demonstrating appropriate attendance, timeliness, and character skills for students and parents.

**REPORTS TO:**

Principal

**JOB GOAL:**

To coordinate and implement activities related to enforcing good character and attendance patterns in students and their parents and to demonstrate initiative in order to enhance the opportunities for student growth and improved student performance.
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**SUPERVISES:**

Not applicable.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits will be paid consistent with the District's approved salary schedule for non-instructional classified staff. **NOTE:** This is a grant-funded position and is subject to renewal only if appropriate grant funding is available, the Superintendent and School Board approve the renewal, and the person in the position has an effective evaluation and is recommended back for later employment. If the grant funding cycle ends, the position will end.

**EVALUATION:**

Performance will be evaluated in accordance with provision of the Board's policy on evaluation of personnel.

## **Attendance Assistant**

### **PERFORMANCE RESPONSIBILITIES:**

#### **Service Delivery:**

- \* (1) Assist in providing leadership and direction for attendance and character programs
- \* (2) Assist in the development and implementation of a proven attendance and character program.
- \* (3) Coordinate and plan activities and strategies that will help students and parents remove barriers to good attendance and character, including home visits and in small-group or one-on-one settings.
- \* (4) Assist in the preparation of the long-range plans for the attendance and character program.
- \* (5) Assist schools and school personnel in the implementation of the attendance and character program.
- \* (6) Provide the school and outside communities, through meetings and written materials, information that will keep school personnel, students, parents and community organizations informed and up-to-date regarding the attendance and character program.
- \* (7) Collect documentation for required program reports.
- \* (8) Ensure that the programs meet their stated outcomes, objectives, and goals and are aligned with the District Strategic Plan and the school's leadership plan for attendance and character.

#### **Interagency Communication and Delivery:**

- \* (9) Provide data and appropriate reports to students, parents, school personnel and community organizations in a timely manner.
- \* (10) Meet with school and district personnel, students, parents, and community leaders to share information and address issues.
- \* (11) Coordinate with community resources and service agencies as appropriate.
- \* (12) Develop and disseminate program information, as necessary.

#### **Professional Growth and Improvement:**

- \* (13) Develop and maintain a thorough knowledge of effective implementation strategies
- \* (14) Demonstrate support for District's goals and priorities.
- \* (15) Attend professional development training as needed.

#### **Systemic Function:**

- \* (16) Prepare documentation for required reports, charts, etc.
- \* (17) Keep the Principal and school leadership team informed about problems, concerns and unusual issues.
- \* (18) Provide input to the attendance and character education program about the evaluation of program objectives and goals.
- (19) Perform other duties as assigned/required.

#### **Leadership and Strategic Orientation:**

- \* (20) Model and maintain high standards of professional conduct.
- \* (21) Demonstrate initiative in recognizing needs or potential improvements; be prepared to take appropriate action.
- \* (22) Provide leadership to participating school staff and personnel, parents and the community.

\*Essential Performance Responsibilities