

JOB DESCRIPTION

TITLE: Attendance & Discipline Coordinator

REPORTS TO: District Principal

STATUS: Exempt - Non Supervisory Position

PAY: Salary as determined by the Board of Directors

Qualifications

- Bachelor's Degree
- Minimum of three years teaching experience or similar experience with attendance and discipline
- Demonstrated ability in inter-agency collaboration and networking
- Excellent oral and written communication skills
- Valid and current Fingerprint Clearance Card

Position Overview

The Attendance and Discipline Support Specialist at Edge High School Himmel Park works closely with students, their families and support persons, group homes, and services providers to monitor and improve attendance through enforcing the attendance policy. The Attendance and Discipline Support Specialist is also responsible for the implementation of the school's discipline policy. The position reports directly to the principal and works in collaboration with school counselors and the registrar.

Essential Responsibilities

School Mission and Vision

- Promote the mission and vision of Edge High School within school and the community
- Model and teach a growth mindset

Student enrollment and engagement

- Collaborate with counselors, principal, and registrar to monitor students passing orientation
- Monitor student attendance to ensure compliance with school's attendance policy
- Coordinate support through school counselors for students with chronic absenteeism
- Implement interventions for students with poor attendance
- Supervise and monitor student discipline with an eye on identifying root causes
- Communicate and document consequences of behavior infractions to students and parents
- Coordinate discipline meetings with parents, administration, and counselors in accordance with school policy

- Implement interventions for students with chronic behavior violations
- Communicate with staff regarding interventions and outcomes
- Contact parents/guardians/support persons regarding student attendance and behavior
- Develop and administer practices to support campus safety
- Maintain visibility in common areas before and after school

Family support

- Inform parents of attendance and discipline concerns
- Leverage parent support in student learning
- Provide training to parents on school policy and how students earn credit
- Identify, implement and monitor opportunities and programs to bolster parent/guardian participation in school life
- Work in partnership with school administration at the parent meetings to gain information and stakeholder feedback and communicate key information to parents about the academic program

Key Characteristics

- Adheres to all school policies and procedures
- Focus on students and support persons as customers and commit to working relentlessly to assist them with interactions, resources, and information aligned to Edge's mission
- Coaches, mentors, and challenges others to excel despite obstacles and challenging situations
- Builds positive relationships in and out of the organization
- Increases the effectiveness of surrounding teams through collaboration, constant learning and supporting others; sensitive to diversity in all its forms; respects and is committed to learning from others
- Communicates clearly and compellingly with diverse stakeholders in both oral and written forms; anticipates and responds to stakeholder needs in a high-quality and courteous manner
- Exercises responsibility and good faith efforts in the proper use and protection of all school properties, equipment, and materials
- Demonstrates a positive work ethic and active participation in school improvement
- Exercises responsibility and good faith efforts in the proper use and protection of all school properties, equipment, and materials

Physical Demands

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Physically demands require the ability to stand, bend, reach high and low, stoop, and walk around 60% of the day. Must be able to lift 15 to 20 pounds for short periods of time and push and pull 15 to 20 lbs.

Working Conditions

Majority of work performed in a general office environment. Position requires availability for extended hours plus nontraditional hours required to perform job duties. Also requires participation and attendance at organization-sponsored events and meetings.

NOTE: The foregoing list of essential duties and responsibilities is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Terms of Employment

School year position as approved by the Board of Directors. Salary as determined by the Board of Directors.

Evaluation

Performance of this position will be evaluated in accordance with the provisions of the Edge School, Inc. policies.

I have read this job description, and I understand my duties and responsibilities.

Signature

Date