

**YUMA COUNTY WORKFORCE DEVELOPMENT BOARD**

**YUMA PRIVATE INDUSTRY COUNCIL, INC**

**POSITION DESCRIPTION**

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**Title:** Attendance Coordinator

**Reports to:** School Principal Educational Opportunity Center (CHS)

**Classification:** Non-Exempt

**Revision Date:** 06/16/2023

**Salary:** \$17.50/HR (Benefits include Medical, Vision, Dental, Life Ins. etc.)

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The Yuma Private Industry Council is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability status, protected veteran status, or any other characteristic protected by law.

**SUMMARY**

Under the direction of the School Principal, the Attendance Coordinator position plays a vital role in improving the attendance at the school by focusing on reducing chronic absenteeism. The attendance coordinator has the primary responsibilities ensuring students are attending school regularly by investigating causes of unexcused or excessive absences, communicating with families and assisting them in problem-solving, acting as a liaison between school staff and family to apply solutions, and providing quantitative attendance data based on school wide population and sub-group populations.

This position requires daily attendance and punctuality for the purpose of ensuring the goals of the work unit can be met. The attendance coordinator will perform other duties related to improving student attendance as assigned, for the purpose of ensuring the efficient, effective functioning of the work unit.

This position is a **performance-based position where the position will only be renewed if chronic absenteeism is below thirty percent each year the position is in existence.** Initial funding for the position is established by Graduation Rate School Improvement Grant and Arizona Classroom Site Fund. This position has the ability to be a full-time temporary (up to one year) position.

**Below is the framework of the essential duties assigned to this position; however, please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties,**

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**responsibilities and activities may change or may be assigned at any time with or without notice.**

#### **PRIMARY/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Confer regularly with the assistant to the principal, the school principal or their designees, regarding matters related to student attendance and welfare.
2. Confer with students and their parents regarding problems or concerns related to student attendance, welfare, and makes home visits and/or virtual meetings, as necessary; includes visiting neighborhoods in disadvantaged areas.
3. Work closely with all school personnel regarding matters related to student attendance and welfare.
4. Initiate pupil referrals to agencies as child guidance clinics, family service and placement agencies, and to other institutions as appropriate to eliminating attendance barriers for the family and student.
5. Assist the principal and academic advisor to establish attendance plans with students and families.
6. Meet with students and families of students that are at risk of chronic absenteeism.
7. Act as a liaison between the school and community agencies, such as public and private welfare, psychiatric, and law enforcement agencies. Serves as liaison between district, school, and home to explain policies and services involving school attendance.
8. Participate in in-service training of school personnel in matters related to student attendance and school operation.
9. Investigate non-attendance to ensure legitimacy of the reason that caused an absence.

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10. Prepare and provide the principal and assistant to the principal all necessary daily attendance reports that are aggregated by grade level and designated subgroup populations.
11. Enforce the district's rules and regulations related to school attendance areas.
12. Assist school site personnel with campus safety concerns and campus supervision.
13. Perform other attendance duties as directed by the school or district administration.

#### **CORPORATE VALUES**

##### **INTEGRITY:**

- ✓ **Be a responsible corporate citizen committed to the health & safety of others, compliance with laws, regulations, and company policies;**
- ✓ **Behave in a businesslike manner demonstrating mature, professional actions;**
- ✓ **Be fair, honest, trustworthy, respectful and ethical in all engagements;**
- ✓ **Honor all commitments;**
- ✓ **Be accountable for all actions, success and failures.**

##### **TEAMWORK:**

- ✓ **Be committed to the common goal;**
- ✓ **Perform tasks in a manner that benefits the entire organization;**
- ✓ **Openly communicate up, down, and across the organization;**
- ✓ **Value the diversity of our workforce;**

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- ✓ Show willingness to make adjustment in schedules, and maintain openness to others' ideas of working approaches;
- ✓ Willingly share your resources.

**PERFORMANCE/INITIATIVE:**

- ✓ Focus on what is important, perform careful and thorough work;
- ✓ Establish and communicate clear expectations;
- ✓ Relentlessly pursue success;
- ✓ Strive for flawless execution;
- ✓ Work hard, celebrate successes and learn from failures;
- ✓ Remain flexible, adapt to change and balance multiple priorities;
- ✓ Continuously look for ways to improve self, services and processes;
- ✓ Technical and Job knowledge; how well you demonstrate the understanding, knowledge and technical skills required for your job.

**LEARNING:**

- ✓ Commit to develop and improve throughout your career;
- ✓ Actively seek ways to build upon your capabilities;
- ✓ Learn from sharing past decisions and actions both good and bad to continuously improve performance;
- ✓ Demonstrate a willingness to use new and different approaches in completing tasks and offer resourceful solutions;

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- ✓ Use creativity and imagination to develop new ideas and approaches;
- ✓ Improve by benchmarking and adopting best practices.

**CORPORATE LEVEL CONTRIBUTION:**

- ✓ Perform tasks in a manner that benefits the entire organization;
- ✓ Seek to consistently improve quantity, quality, accuracy and efficiency;
- ✓ Look for small improvements as well as major improvements;
- ✓ Identify and eliminate unnecessary work and non-value added activities;
- ✓ Optimize time and resources;
- ✓ Teamwork: how well you work with others and fit into the corporate culture.

**CUSTOMER SERVICE:**

- ✓ Anticipate the needs of those served, and demonstrate true caring;
- ✓ Deliver the very best every day to make a difference;
- ✓ Continuously look for ways to improve self, services and processes;
- ✓ Demonstrate a positive attitude;
- ✓ Make and cheerfully spend time to consistently exceed clients' and colleagues' expectations;
- ✓ Show humility for the role played in the lives of others;
- ✓ Respect co-workers (by being on time, not using sarcasm, etc.), and appreciate similarities & differences of each employee.

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#### CORE SKILLS

##### COMMUNICATION

1. Communication: The ability to effectively communicate information and ideas to others, respond effectively to the most sensitive inquiries or complaints (effectively presenting information and responding to questions from groups of managers, clients, employers, customers, elected officials, and the public).
2. Comprehension: The ability to comprehend information and ideas presented. Respond effectively to the most sensitive inquiries or complaints (effectively present information and/or respond to questions from groups of managers, clients, employers, customers, elected officials, and the general public).
3. Writing: **The ability of communicating effectively in writing as appropriate for the needs of the audience.**
4. Written Comprehension: ability to read and understand information and ideas presented in writing).
5. Written Expression: The ability to communicate information and ideas in writing so others will understand (write clear and concise memoranda without close supervision).
6. Reading Comprehension: Read, analyze, and interpret general instructions, technical procedures, and government regulations (understanding written sentences and paragraphs in work related documents).
7. Fluency in the English and Spanish languages required.

##### MATHEMATICS

1. Apply mathematical concepts such as addition, subtraction, multiplication, division, fractions, percentages, and ratios.

##### REASONING

1. Problem Sensitivity: ability to tell when something is wrong or is likely to go wrong (does not involve solving the problem, only recognizing there is a problem).

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2. Deductive Reasoning: ability to apply general rules to specific problems to produce answers that make sense (solves practical problems, collect data, establish facts, and draw valid conclusions).
3. Inductive Reasoning: ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
4. Critical Thinking: The use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
5. Interpret a variety of technical instructions.

#### TECHNOLOGY

1. Demonstrate **proficiency** in software including but not limited to Microsoft Windows, Microsoft Office, Microsoft Excel, and Microsoft Access (Database).
2. Demonstrate general proficiency of Google Workspace and Google Apps.
3. Demonstrate **proficiency** in Internet usage.

#### SOCIOECONOMICS

1. Maintain an awareness of socioeconomic factors bearing on unemployment, local labor community problems, and/or resources relating to the labor market.

#### SUPERVISORY

1. **Active Learning**: Understanding the implications of new information for both current and future problem-solving and decision-making.
2. **Time Management**: Managing one's own time and the time of others.
3. **Learning Strategies**: Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

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4. Must demonstrate the ability to maintain a learning environment with students in the absence of the Instructor.

#### INTERPERSONAL

1. Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do.
2. Service Orientation: Actively looking for ways to help people.
3. Must possess excellent interpersonal skills.
4. Must demonstrate excellent self-control and confidence during presentations.

#### KNOWLEDGE OF:

1. Policies and practices of the school with regard to truancy and discipline.
2. Local programs, school programs and community activities
3. General office procedures and office machines (computer, fax, and copier).
4. Correct English/Spanish usage, grammar, spelling, punctuation, and vocabulary.
5. Interpersonal skills using tact, patience, and courtesy. • Available community resources both public and private. • Oral and written communication skills.

#### OTHER

1. Must possess reliable transportation.
2. Must possess a valid Arizona Driver's License
3. Must possess current liability insurance (\$100,000 Person/ \$300,000 Accident Bodily Injury and Property Damage).
4. Demonstrate client-interviewing skills.
5. Demonstrate data entry and retrieval skills.

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6. Demonstrate appropriate interpersonal skills to accomplish tasks.
7. Interpret federal and state rules and regulations.
8. **Must possess or be able to obtain a Level One Fingerprint Clearance Card.**
9. **Must clear a background check with Arizona Department of Child Safety.**
10. Must demonstrate the Core Values of the Organization.

#### EDUCATION AND EXPERIENCE

High School diploma or equivalent is required.

A minimum of two years of experience working in a high school setting preferred.

**Must be fluent in English and Spanish languages.**

#### WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate for an office environment.