

# DESERT SANDS UNIFIED SCHOOL DISTRICT

## Job Description

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<b>Title:</b> Attendance Facilitator-TOSA	<b>Reports To:</b> Principal
<b>Department:</b> School Site	<b>Classification:</b> Certificated
<b>Work Year:</b> 182 Days	<b>Salary:</b> Certificated Salary Schedule

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### **Basic Functions:**

The Attendance Facilitator's primary function is to provide counseling, discipline, and related services, which will result in both individual and school-wide attendance improvement. The Attendance Facilitator coordinates and assists in the administration of the attendance program for the high school.

### **Representative Duties:**

1. Supervise daily operation of the Attendance Center.
2. Conduct follow-up studies of graduate and drop-outs.
3. Assist Assistant Principal, Student Services, in providing an effective attendance system.
4. Plan and organize strategies to promote positive individual student attendance.
5. Monitor and prepare reports regarding both school-wide and individual student attendance.
6. Organize and implement a system of accountability for student absenteeism.
7. Follow and enforce attendance/discipline policies.
8. Work with attendance clerks in verifying and reporting student absence.
9. Work with teachers, counselors, parents, and administrators in providing an effective attendance system.
10. Responsible for the operation of the On-Campus Suspension and Study Hall Programs.
11. Identify habitually truant student and provide improvement strategies or recommendations for alternative placement to Assistant Principal, Student Services.
12. Perform related duties as assigned.

### **Knowledge and Skills Required:**

- Knowledge of district policies and regulations
- Knowledge of state laws and Education code regarding attendance
- Knowledge of referral services
- Organizational and problem solving skills.
- Oral and written communication skills.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain records and prepare reports.
- Ability to work cooperatively with others.

This description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

**Education and Experience:**

Successful and extensive teaching experience preferred.

**Licenses, Certifications and Testing Required:**

- Valid California Teaching Credential.
- Master's Degree preferred
- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.
- Must possess or have ability to obtain a valid California Driver's License.

**Physical Requirements and Working Conditions:**

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, the individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by the job include close vision and distant vision. Frequently driving is essential in meeting the demands of the job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, while interacting with the public and other workers. Occasionally, the position requires the employee to work irregular and extended hours. Directly responsible for the safety, well-being or work output of other people. Ability to meet multiple demands from several people.