



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
--

JOB TITLE	Attendance Monitor
CLASSIFICATION	
DEPARTMENT	
LOCATION	Schools
REPORTS TO	Principal
STAFF SUPERVISED	
PROBATIONARY PERIOD	Three Months
EFFECTIVE DATE	

POSITION SUMMARY

The Attendance Monitor, under the direction of the School Principal, provides support to administration and teachers to improve student attendance and foster student responsibility. The Attendance Monitor receives attendance reports from the Principal's office and communicates with students, parents and staff. The incumbent also conducts follow-up to promote improved attendance that includes informing parents of student absences and home visits, as appropriate, together with the school counsellor.

QUALIFICATIONS

Education

- Grade.
- Valid Manitoba Driver's license.

Experience

- Computer experience with word processing and data entry.

Knowledge, Skills and Abilities

- Proficiency in a variety of computer applications in a network environment requiring the use of word processing and data entry.
- Knowledge of the local community and the ability to work effectively with the public.
- Excellent written and verbal communication skills, including local language proficiency.
- Ability to work collaboratively and maintain effective working relationships with administration, teachers, counsellors, parents and students.

DUTIES AND RESPONSIBILITIES

- Monitors daily attendance records.
- Monitors student tracking system, student files, etc.
- Receives attendance reports and enters into a computerized record keeping program.
- Provides monthly student attendance reports to administration.
- Maintains student attendance database.

- Ensures appropriate documentation regarding absences is retained in student files.
- Assists teachers and school administration in parental contact regarding unexcused absences.
- Prepares letters to parents/guardians of students with unacceptable rates of unexcused/excused absences.
- Conducts home visits with school counsellor, as appropriate.
- Advises the Principal of students who have 10 or more consecutive unexcused absences for referral to an external agency.
- Makes student referrals to school counsellors and school administration.

Performs other related duties as assigned.

CONTACTS

School personnel
Parents

WORKING CONDITIONS

General school setting.
Home visits may be required.
Local travel required.
This position works the school year.

PHYSICAL AND VISUAL REQUIREMENTS

Physically capable of performing assigned duties
Ability to lift 15 kg.
Visual concentration and repetitive keyboarding tasks approximately 20% of the time.

EQUIPMENT USED

General office equipment

APPROVED

	March 9, 2012
---	---------------

Signature, Chief Superintendent

Date

	March 9, 2012
---	---------------

Signature, Secretary-Treasurer

Date

	March 9, 2012
---	---------------

Signature, Human Resources Coordinator

Date