



## ATTENDANCE COORDINATOR

Eastside Catholic School is an educational community of faith, guided by Catholic tradition and teachings, where students in grades six through 12 learn to integrate their thinking and believing in ways that encourage intellectual excellence, nurture relationships, and inspire a life of leadership and service to others. Founded by parents in 1980, the school is governed by an elected board of trustees. It is the only seven-year, co-educational Catholic school on the Eastside, and offers a comprehensive college preparatory curriculum. Eastside Catholic School enrolls 865 students, employs 130 faculty and staff members and has an alumni base of over 4,600.

### POSITION

Eastside Catholic School is seeking an Attendance Coordinator for a 1.0 FTE position for the 2017-18 school year. As part of a two-person Attendance Team, your responsibilities will include clerical work involved in compiling and posting attendance records; assisting students, parents and teachers in matters relating to attendance activities and other duties as required.

### RESPONSIBILITIES

#### Attendance Team

- Manage keypad/scanner for student arrivals
- Provide early dismissal slips
- Research student absences and disseminate information to appropriate parties as needed
- Control attendance transfer between Administrator's Plus and Gradebook
- Manage student office assistants
- Maintain student attendance accountability expectations in a pleasant and professional manner

#### Assist Deans of Students with Attendance Reporting and Disciplinary Procedures

- Prepare weekly attendance reports
- Record discipline incidences
- Prepare discipline reports as necessary
- Assist implementation of detention program

#### Other Office Duties (as needed)

- Deliver student notes to classrooms
- Answer phones and email communication
- Communicate attendance related updates to faculty and staff
- File and maintain student record files
- Assist with emergency procedures
- Administer first aid when necessary
- Sell bus tickets and parking passes
- Organize lost and found system



#### **ABILITIES**

- Strong organizational skills—attention to detail and ability to work in an environment with continuous interruption
- Ability to prioritize and manage multiple activities in fast-paced environment
- Forward thinking—anticipating subsequent events and making non-judgmental decisions if necessary
- Working knowledge of Microsoft Office Suite, including Outlook, Word and Excel; willingness to work with and learn new computer programs
- General office procedures
- Attend and assist with occasional evening/weekend school events

#### **SKILLS AND QUALIFICATIONS**

- Strong interpersonal skills—using tact, patience and courtesy
- Pleasant personality that can work in a fast-paced, demanding environment while maintaining strong customer service skills
- Ability to problem solve using established guidelines while demonstrating an excellent work ethic and ability to function as a team player
- Effectively communicate with colleagues, students and parents
- Maintain utmost confidentiality and discretion
- Work cooperatively with others and use good judgment
- Self-motivated, willing to adapt and work to streamline processes
- Excellent oral and written communication skills
- Knowledge of Rediker attendance program a plus

Please apply directly through the Archdiocese of Seattle Catholic Schools - Employment Application at [ocsw.org/employment.php](https://ocsw.org/employment.php).

*While we are a Catholic school, Eastside Catholic welcomes people of all faiths and creeds. We are always looking for faculty and staff with experience with facilitating extracurricular activities and coaching all sports.*