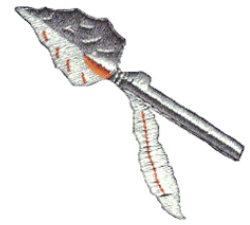


SCAPPOOSE SCHOOL DISTRICT 1J
33590 SE High School Way
Scappoose, OR 97056



POSITION DESCRIPTION

PROGRAM SPECIALIST - Attendance/Discipline

Revised Date: March 2016

Range Assignment: 12

Qualifications:

- High School diploma or equivalent
- Accurate typing and computer skills
- Ability to operate a variety of office machines

Reports to: Building Principal/Vice Principal

Job Goal: To establish and maintain a well-organized system and procedures designed to give maximum service to the staff, students and public

Performance Responsibilities (essential job functions):

- Performs a wide variety of secretarial and clerical duties for administrative personnel, teachers and support staff assigned to a school
- Monitors daily attendance; issues absence and tardy slips, inputs attendance into Powerschool, notifies parents daily of absences
- Facilitates homework requests for parents and students
- Monitors attendance on students and notifies Vice Principal of those exceeding what is allowed by law
- Processes attendance letter and notifies NW Regional ESD Truancy Officer
- Processes student withdrawals
- Assists Vice Principal
- Processes discipline referrals and State Reporting of Discipline.
- Processes and coordinates expulsions
- Screens telephone calls and visitors, making appointments for Vice Principal when applicable
- Composes routine memos and correspondence from brief verbal instructions or notes
- Prepares, distributes, and maintains records of numerous reports, correspondence, memos, minutes, surveys, schedules, special bulletins, newsletters, calendars, referrals and procedures
- Types a variety of reports, records, and other materials, including letters to parents and memos to students
- Operates a variety of office machines and gives assistance to staff members in the use of these machines
- May assign and coordinate the work of student workers and other clerical assistants to insure that records are complete and accurate

- Maintains confidentiality in dealing with student/staff members
- Adheres to all district health and safety guidelines, including all precautions of the Bloodborne Pathogens Exposure Control Plan
- Is punctual and maintains regular attendance
- Performs related duties as required

Physical Requirements:

In a work day, employee may sit 3-6 hours; stand/walk 1-4 hours; may use hands for repetitive single grasping and fine manipulation. May need to bend, squat, climb stairs occasionally, and lift up to 35 pounds.

Terms of Employment:

Probationary period as noted in Bargaining Agreement. Salary and work year according to current schedule. Performance of this position will be evaluated in accordance with the Collective Bargaining Agreement.

I, _____ have read and understand the above requirements for this job position.

Signature _____ Date _____