

# *OXNARD UNION HIGH SCHOOL DISTRICT*

**CLASS TITLE:** ATTENDANCE CALLER

**DEFINITION:**

Under the direction of the Assistant Principal, contacts parents or guardians in an attempt to promote and improve student attendance.

**STATEMENT OF TYPICAL DUTIES:**

- a. Contacts parents or guardians in an attempt to promote and improve attendance.
- b. Maintains a system of communication with the home that provides information regarding school attendance.
- c. Prepares and maintains logs or lists of individual contacts and type of attendance information provided.
- d. Reports parent attendance concerns to the appropriate administrator and/or pupil's counselor.
- e. Utilizes mail when no telephone is available to make contact regarding student attendance.
- f. Meets with site and district staff to develop and implement student attendance interventions.
- g. Records and updates student residence information and verifies addresses.
- h. Contacts and verifies actual enrollments and/or no shows.
- i. Performs other related attendance tasks necessary to communicate with the home and assumes responsibilities as may be assigned by proper authority.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Laws, rules, and regulations related to school attendance.
- School and District programs and efforts to improve attendance.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills in English and Spanish.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Applicable sections of Education Code regarding compulsory attendance.
- District operations, policies, and attendance procedures.
- Basic record keeping techniques.

Attendance Caller – continued

Ability to:

Promote improved high school attendance.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively orally and in writing in English and Spanish.

Learn, interpret, apply, and explain rules, attendance regulations, policies and procedures.

Work confidentially with discretion.

Maintain basic records and prepare contact reports.

Work independently and meet timelines in making required contacts.

**EDUCATION:**

Graduation from high school or successful completion of the GED.

**PHYSICAL CHARACTERISTICS:**

Speak and hear well enough to converse on the telephone in a high school office environment; see and read computer generated reports and data to provide necessary information to the home; and manual dexterity required for utilization of the telephone and to prepare basic logs or lists.

**WORKING CONDITIONS:**

High school environment; subject to limited travel within the office area.

**WORK ASSIGNMENT:**

Work schedule in the morning for up to a maximum 3½ to 4 hours per day.

Approved: April 21, 1999