

CHEYENNE RIVER SIOUX TRIBE

**CHEYENNE-EAGLE BUTTE HIGH SCHOOL
HOME-SCHOOL ASSISTANT/ATTENDANCE CLERK
TITLE I PROGRAM**

DESCRIPTION OF WORK

GENERAL STATEMENT OF DUTIES: Will communicate school policies to the parents and keep parents informed of student compliance with school policy. The Attendance Clerk will be responsible for clerical operations related to student attendance along with other clerical duties, as required.

SUPERVISION RECEIVED: Works under the immediate supervision of the Cheyenne-Eagle Butte School Assistant Building Principal and the general supervision of the Cheyenne River Sioux Tribe Title I Program Director.

SUPERVISION EXERCISED: NONE

DUTIES: (Duties include but are not limited to the following)

- Advises parents/community of school policies.
- Communicates with parents.
- Makes home visits.
- Makes telephone contacts.
- Communicates orally and in writing with principals (on findings of home visits)
- Shares the reasons for student absences with teachers and principal.
- Serves on attendance hearing committee.
- Provides accurate attendance reports in a timely manner.
- Keeps a record of all call-in excused absences.
- Receives, corrects, counts and files student excuses.
- Corrects and makes available lists to principal.
- Provides daily attendance for co-curricular activities.
- Provides attendance information for students, parents and administrators.
- Sends timely attendance notices (according to handbook policy).
- Meets with students to inform them of their attendance records.
- Maintains record of students referred for absences or tardies.
- Attends regular scheduled staff meetings.
- Maintains a positive working relationship with staff and students.
- Assists students with their lockers and combinations (as necessary).
- Assists school personnel in locating students in case of emergencies.
- Works closely with registrar during registration and for ISEP verification.
- Responsible for maintaining the attendance on the NASIS/Infinite Campus Database.

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- Files attendance affidavits with the CRST court system.
- Provides transportation to students (as necessary).
- Answers telephone and performs other clerical duties.
- Maintains strict confidentiality.
- Issues admit, tardy slips and passes to students.
- Schedules attendance hearings.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities: Ability to communicate effectively verbally and in writing. Ability to follow both written and verbal instructions. Ability to establish and maintain effective working relationships with parents, school employees, agencies, departments and the public. Willingness to adhere to established professional standards, particularly in the areas of accuracy and timelines. Practice professional behavior and strict confidentiality. Familiar and experienced with Infinite Campus/NASIS database system preferred. Prefer outgoing, friendly, highly motivated and can handle conflicts and confrontations with dignity and control. Must have a valid and maintain South Dakota Drivers License and be able to pass the BIE Motor Vehicle Operators License and Driving Record.

EDUCATION: High School Diploma or GED Certificate required.
Associate Degree preferred in related field of study, or minimum of 48 College Credit Hours, or have passed the Para Professional Test with Certificate required.

SPECIAL REQUIREMENTS

“Must be able to pass Federal, State, and Tribal Criminal Background checks and must pass a drug test in accordance with P.L. 101-647 and P.L. 101-630 and Executive Resolution No. E-235-97.” Pre-employment physical required.

REVISED 3/15/04 DW
REVISED 1/20/09 MCG
REVISED 2/17/09 MCG