

Fort Totten Public School District #30
P.O. Box 239 7268 Highway 57
Fort Totten, ND 58335

Position: ATTENDANCE COORDINATOR
Opening date: December 12, 2011
Closing date: Until filled
Salary: Dependent upon education and experience
Supervised by: Principal
Hours: Normal workday (8 a.m. to 4 p.m.) with some flexibility
Terms of Employment: 10 Months

Education/Experience/Skills Required:

- Associates Degree in education required. Bachelor's degree preferred.
- Must have a valid driver's license.
- Knowledge of Spirit Lake Reservation.
- Ability to consistently support the Drug-Free School initiatives and other priority initiatives and policies & procedures of the Four Winds Community School.
- Demonstrate competency in human relations, communications, policy and procedure enforcement, confidentiality, computer operation, and data management, and related skills and abilities required.

Position Responsibilities:

- Provide advisement to Four Winds Community School students, staff, parents, and other community members regarding compulsory school attendance requirements of the school.
- Conduct home and agency visitations to acquire information regarding referred student non-attendance.
- Maintain consultation and communication with Principal regarding needs for referral, student attendance needs, and follow-up.
- Provide comprehensive statistical and narrative report on a monthly basis as to activities, accomplishments, needs, and goals in the area of home visitations, recognitions, outcomes, referrals, and other appropriate data and information.
- Work with attendance officer in order to maintain an accurate, computerized student attendance data management system designed to consistently and accurately monitor Four Winds High School attendance.
- Provide appropriate referrals to the Principal, Law Enforcement, Court Services, Social Services, or other agencies in accordance to attendance policy.
- Conduct all services in accordance with Privacy Act and other confidentiality provisions, guidelines, and regulations.
- Transport students when instructed by Principal.
- Other duties as directed by Principal or Superintendent.

Applications can be obtained online at www.fourwinds.k12.nd.us or in person at the Four Winds High School office.

Applicants are subject to a background check and drug testing