



# ISANTI COMMUNITY SCHOOLS

## Job Description: Circle of Care Attendance Clerk

### THE OPPORTUNITY

Isanti Community Schools (Santee Community Schools) is located on Isanti Sioux tribal lands and serves a population of mostly students in the tribe. The school is the center of the community in many ways, acting as a gathering place for students and community members alike. The school's mission is committed to caring for students through career exploring, cultural growth, character development, and community involvement so that they can realize their full potential.

iSanti Schools is seeking a **Circle of Care Attendance Clerk**

Circle of Care attendance clerk is a professional who helps young people succeed through school attendance. The state and school require children to attend school from the age of 6 through the age of 17. The attendance clerk's primary task is to ensure students attend school regularly. The attendance clerk will communicate with guardians, students and administration in regards to student attendance. The attendance clerk is a valuable resource for the school in an effort to ensure student success. :

- **Title:** Circle of Care attendance clerk
- **Reports To:** Superintendent
- **Work Schedule:** 8:00am - 4:00pm Monday-Friday - 9 month employee

### PRIMARY RESPONSIBILITIES

#### Job tasks and Responsibilities

- Provide support and serve as a backup to the receptionist by answering calls, taking messages, and forwarding calls to the appropriate individual.
- Update and maintain the school check-in system.
- Monitor, edit, and finalize student attendance in the student information system including tardy, late arrival, absence, and early dismissal students.
- Monitor and audit all attendance data in the student information system.
- Maintain and update student census records.
- Update, monitor, edit, and finalize data related to student discipline.
- Contact parents of students who are truant or have been absent from school.
- Develop and maintain a positive, professional rapport with students and parents and co-workers.
- Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
- Maintain an organized and presentable workspace.
- Adhere to the code of ethics of the District for non-certificated staff. The Receptionist must serve as a positive role model for staff and students.
- Perform other tasks or duties as assigned by the Superintendent, Principal or other supervisors.

#### Required Knowledge and Experience

- Clerical—Knowledge of administrative and clerical procedures.
- Computers and Electronics—Knowledge of computer hardware and software, including student management system(PowerSchool), Google drive, Gmail, and Microsoft Office.
- Customer and Personal Service—Knowledge of principles and processes for providing customer and personal services. This includes student needs assessment, meeting quality standards, and evaluation of stakeholder satisfaction regarding job-related interactions.

### **Required Skills and Abilities**

- Communication - active listening, ability to convey information through writing and speaking effectively, clearly, and with a caring tone, ability to understand oral and written communication and discern meaning from those communications
- Believe deeply in the mission of the Isanti Community Schools and that all children can meet high expectations
- Critical Thinking—Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Time Management—Managing one’s own time and the time of others.
- Coordination — Adjusting actions in relation to others’ actions.
- Active Learning—Understanding the implications of new information for both current and future problem-solving and decision-making.
- Service Orientation—Actively looking for ways to help people.
- Social Perceptiveness—Being aware of others’ reactions and understanding why they react as they do.
- Problem Sensitivity—The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Time Sharing—The ability to shift back and forth between two or more activities or sources of information.
- Selective Attention—The ability to concentrate on a task over a period of time without being distracted.
- Embrace feedback and constructive criticism in the spirit of constant improvement
- Demonstrate maturity, humility, professionalism, confidence, and a strong work ethic.

### **KEY QUALIFICATIONS**

- High School Diploma required
- Regular, dependable attendance on the job
- Ability to maintain a calm, professional demeanor in the face of competing demands and external pressures
- Ability to be a team player and comfortable planning with others to achieve a common vision
- Strong time management skills; ability to manage multiple tasks simultaneously and meet tight deadlines
- Strong written and oral communication skills; strong interpersonal skills with students, parents, colleagues, and community members
- Strong work ethic coupled with an enthusiastic and passionate approach to one’s work.
- Commitment to the belief that all students can learn and to the mission of educational equity.

**Pay & Benefits:** Based on experience, education and qualifications will determine the rate of pay. Minimum rate of pay is \$15.00. Competitive benefits package.

**To Apply:** If you are highly committed to enacting extraordinary change for traditionally underserved students please submit your resume and a cover letter to [personnel@santeeschools.org](mailto:personnel@santeeschools.org)

Be prepared to answer the following short answer questions:

- Why do you want to work at Isanti and in this position?
- What is your experience with and interest in working with students from historically underserved communities? (Please keep your responses to 4-6 sentences).

*As an equal opportunity employer, Isanti does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other basis made unlawful by applicable federal, state, or local laws or regulations.*