POSITION DESCRIPTION

TITLE: Parent Notification Assistant
LOCATION: Elementary School
REPORTS TO: Principal
DEPARTMENT: Elementary

SUMMARY STATEMENT:
Under the supervision of the building Principal, the Parent Notification Assistant is responsible for contacting parents and/or guardians by telephone and inquiring as to the status of student absences. Elementary building enrollment varies from approximately 464 to 790 students.

ESSENTIAL FUNCTIONS:
1. Communicate effectively by telephone or letter to parents and/or guardians, inquiring as to the status of student absences.
2. Establish and maintain a daily log of absences.
3. Record reasons for absences on log.
4. Report communicable diseases to Special Services/Health Records on a weekly basis.
5. Follow up on two or more unexcused absences with a letter to the parents and a report to the District's Student Welfare and Attendance Specialist.

OTHER RESPONSIBILITIES:
1. Input attendance information into the computer.
2. Produce lunch count and telephone count into the food service contractor.
3. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)  Speaking (66-100%)  Hearing (66-100%)
Sitting (66-100%)  Writing (66-100%)  Acceptable Attendance

MENTAL DEMANDS REQUIRED:
Confined to work station  Verbal Communication (66-100%)  Written Communication (66-100%)
Reading (66-100%)  Confidentiality (66-100%)  Detailed Work (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), typewriter, telephone, and all other tools and equipment necessary to perform the essential functions as listed above.
MINIMUM QUALIFICATIONS:
1. Basic typing/keyboarding skills.
2. Demonstrated ability to communicate effectively with students, staff, and parents.
3. Ability or willingness to learn the computer.
4. Demonstrated ability to write legibly and record reasons for student absences on log.
5. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

<table>
<thead>
<tr>
<th>Variable</th>
<th>Days Per Year (Includes Holidays)</th>
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<tbody>
<tr>
<td>Variable</td>
<td>Hrs. Per Day</td>
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PSE: ________________________________ Date: _________________

District: __________________________ Date: _________________

Revised Date: 12/20/16
Classification: Paraeducators
Class: Class I
Display on Web? Yes

Parent Notification Assistant