POSITION DESCRIPTION

TITLE: Parent Notification Assistant
LOCATION: High School
REPORTS TO: Principal
DEPARTMENT: Secondary

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, and monitor student attendance to improve student achievement.

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. Follow up on two or more unexcused absences and report to the building attendance office.
5. Monitor student attendance as an intervention to improve achievement.
6. Maintain accurate records to document student progress.
7. Meet with students who have poor attendance and schedule daily/weekly/monthly meetings.
8. Make referrals to appropriate staff as necessary.

OTHER RESPONSIBILITIES:
1. Input attendance information into the computer.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Speaking</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Hearing</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Sitting</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Writing</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Acceptable Attendance</td>
<td>(66-100%)</td>
</tr>
</tbody>
</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal Communication</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Written Communication</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Detailed Work</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Confined to work station</td>
<td>(66-100%)</td>
</tr>
</tbody>
</table>

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.

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:
(Testing may be required)
1. Light typing/keyboarding skills (35-50 wpm).
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.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ___________________________ Date: _________________

District: ___________________________ Date: _________________

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

Parent Notification Assistant