

Attendance Improvement/Recovery Assistant

Denfeld High School

Job Description

This is a part time position that supports Denfeld's school improvement plan of increasing student attendance. This job will take place primarily during the after school attendance recovery program; supervising students, serving as an attendance mentor, coordinating focused homework help between classroom teachers and students, and recording attendance data into Infinite Campus.

Job tasks/duties

- Daily entry of students' attendance recovery time earned and classes recovered
- Homework help with students and communicating progress with classroom teachers
- Supporting improved attendance rates in the school and with individual students by working with the Attendance Coordinator and school administration
- Support 5-8 students individually as an Attendance Mentor; monitoring progress, encouraging improvement, communicating with teachers
- Work with Attendance Coordinator and Attendance Action Team supervising after school attendance recovery and in developing and carrying out attendance initiatives

Specifics

- Up to 8-12 hours per week, during school calendar days (not to exceed 1.0 FTE)
- On site at Denfeld High School before, during, and after Attendance Recovery after school sessions. Mon-Thurs 2:30-5:30pm