



TITLE: ATTENDANCE/TRANSPORTATION COORDINATOR

REPORTS TO: Chief Executive Officer

SCOPE:

The Attendance/Transportation Coordinator will manage and maintain all aspects of attendance of all students at both school and resident district levels and coordinate transportation of students with all districts providing transportation services and maintain daily changes.

PRIMARY DUTIES AND RESPONSIBILITIES – ATTENDANCE COORDINATOR:

1. Collects, prepares, and distributes to staff daily attendance reports.
2. Enters absence excuses into the student management system on a daily basis.
3. Identifies and provides paperwork to parents of students with three or more unexcused absences.
4. Identifies and provides paperwork to parents of students having 10 or more absences.
5. Identifies and provides paperwork to students who are “habitually truant” with 6 or more unexcused absences.
6. Schedules attendance improvement conferences with administration and parents.
7. Prepares legal warnings and citation paperwork for truancy charges.
8. Organizes and prepares truancy information for each student for truancy court hearings.
9. Represents the York Academy at each student truancy court hearing.
10. Assists with Truancy Elimination Plan with students and families.
11. Represents the York Academy on the York County United Way Truancy Coalition.
12. All other duties as assigned by the CEO.

PRIMARY DUTIES AND RESPONSIBILITIES – TRANSPORTATION COORDINATOR

1. Maintains bus rosters for all districts and informs districts of any changes.
2. Coordinates transportation of incoming students with districts.
3. Manages and maintains daily transportation changes.
4. Provides staff with daily transportation schedule.
5. Coordinates transportation for all field trips.

QUALIFICATIONS:

- High school diploma or equivalent is necessary
- Strong knowledge of state laws regarding truancy for school-age minors and how to file charges
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code) Nonresidents and Pennsylvania residents who have not resided in the Commonwealth for at least two years prior to the date of application for employment are required to obtain an FBI Criminal History Record
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

TECHNICAL COMPETENCIES AND SKILLS:

- Possess strong oral and written communication skills
- Possess skills in the use of software typically used in a school environment such as word processing, data spreadsheets
- Work independently with little direction and supervision
- Demonstrate the ability to work as a team
- Possess thorough knowledge of office procedures
- Possess a cooperative attitude, ability to relate to others, and demonstrate maturity and effective social skills
- Understand the importance of confidentiality
- Demonstrate emotional stability in handling difficult situations
- Possess ability to organize, prioritize, and use good judgment

TERMS OF EMPLOYMENT:

Annual contract

SALARY/BENEFITS:

Salary to be established by the Board of Education

EVALUATIONS PROCESS:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Classified evaluation.

York Academy Regional Charter School is an Equal Opportunity Employer. ADA requires the York Academy Regional Charter School to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.