

# South Umpqua School District

## JOB DESCRIPTION

**TITLE:** Behavior Attendance Monitor

**TYPE:** Classified

**REPORTS TO:** Building Administrator

**QUALIFICATIONS:**

1. High school diploma or equivalent
2. Ability to understand and follow oral and written instruction
3. Maintains a valid Oregon Driver's License and personal transportation

**JOB GOAL:** Works directly with students, staff, administration, and parents to mediate disputes, resolve behavior problems, and recommend discipline according to school guidelines. Also monitors student attendance and systems such as check in/check out and behavior contracts. This position works under the general supervision of the building administrator, enforcing school regulations and district policy.

### **PERFORMANCE RESPONSIBILITIES (NOT NECESSARILY LIMITED TO):**

1. Process low-level discipline referrals including interviewing students, investigating incidents, and determining appropriate consequences, and communicate action with parents.
2. Complete paperwork for low-level discipline referrals.
3. Assist with supervision of students.
4. On call resource for support in any incident, emergency, situation, or other need as determined by the supervisor.
5. Attend all meetings related to low-level discipline.
6. Communicate behavior interventions such as check in/check out, with staff members and monitor student progress.
7. Uses computer technology for specified program tasks such as entering SWIS data.
8. Assist with tracking students who have chronic absences.
9. Enforce, support, implement, and maintain discipline policies.
10. Achieve and maintain proficient levels of performance, as describe in the district and school policies and procedures as communicated by the supervisor.
11. Develops and maintains positive, appropriate professional relationships with students and recognizes necessary boundaries in interactions with students.
12. Works harmoniously with students, staff, administrators, parents and others.
13. Maintains personal cleanliness.
14. Perform other duties as assigned.

### **WORKPLACE CONDITIONS**

1. Possible exposure to bodily fluids due to student or employee illness or injury.
2. Work is performed indoors and outdoors in the school setting.
3. May be required to obtain a First Aid and/or CPR Card.
4. Occasionally performs other duties as required

### **WORKPLACE EXPECTATIONS:**

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

**MINIMUM TERM OF EMPLOYMENT:** Current work year is 10 months of the school year as per the Behavior Attendance Monitor Work Calendar, subject to change as necessary .

**SALARY LEVEL:** As specified in the Classified Salary Schedule

**EVALUATION:** Annual evaluation in accordance with district requirements

**PHYSICAL REQUIREMENTS:** Behavior Attendance Monitor

1. Employee may need to:				
a. Stand	Continuously	<b>Frequently</b>	Occasionally	Not at all
b. Walk	Continuously	<b>Frequently</b>	Occasionally	Not at all
c. Sit	Continuously	<b>Frequently</b>	Occasionally	Not at all
d. Drive	Continuously	Frequently	<b>Occasionally</b>	Not at all
2. Employee may use hands for:				
a. Single grasping	Continuously	Frequently	<b>Occasionally</b>	Not at all
b. Pushing & pulling	Continuously	Frequently	<b>Occasionally</b>	Not at all
c. Fine manipulation	Continuously	<b>Frequently</b>	Occasionally	Not at all
Employee may use wrists for:				
a. Twisting/turning	Continuously	Frequently	<b>Occasionally</b>	Not at all
3. Employee may need to:				
a. Bend	Continuously	<b>Frequently</b>	Occasionally	Not at all
b. Twist	Continuously	Frequently	<b>Occasionally</b>	Not at all
c. Squat	Continuously	Frequently	<b>Occasionally</b>	Not at all
d. Climb	Continuously	Frequently	<b>Occasionally</b>	Not at all
e. Reach(above shoulder)	Continuously	Frequently	<b>Occasionally</b>	Not at all
f. Reach (extension)	Continuously	Frequently	<b>Occasionally</b>	Not at all
4. Environment:				
a. Outside	Continuously	Frequently	<b>Occasionally</b>	Not at all
b. Inside	<b>Continuously</b>	Frequently	Occasionally	Not at all
5. Lifting/Carrying: Max Weight: <b>50 lbs</b>	Continuously	Frequently	Occasionally	<b>Not at all</b>
6. Pushing Pulling: Max Weight: <b>40 lbs</b>	Continuously	Frequently	Occasionally	<b>Not at all</b>

**EMPLOYEE STATEMENT:**

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents."

"I hereby certify that I am able to fulfill the essential functions of the above position."

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature