

# Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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***‘Working together as one to Preserve, Promote and Protect our Sche Lang en’***

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Attendance Coordinator

**OPEN:** May 20, 2022

**EXEMPT:** No

**SALARY:** (6) \$16.50-\$18.48/hr. DOE

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** Regular Full-Time

**CLOSES:** May 27, 2022

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** Lummi Nation School

**SUPERVISOR:** Data & Compliance Mgr.

**VACANCIES:** 1

**JOB SUMMARY:** Assist the K-12 school administrative staff with the daily operations of the Lummi Nation School attendance office and attendance reporting. Assure that the LNS administration; students, parents and staff needs are met in a confidential, safe, and efficient manner. Attendance Coordinator duties will include but are not limited to; compiling, documenting, notifying, and creating accurate attendance records and reporting in a timely manner for compliance with LNS attendance policy. Assist in coordinating an educational office system that is conducive to meeting the needs of the administration, staff, students, and parents of Lummi Nation School.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Coordinate daily attendance in accordance with the approved LNS K-12 attendance policy and as relevant to state and federal requirements; provide notifications, updates and reports as necessary.
2. Ensure accuracy and efficiently administer the LNS attendance policy as approved by the Lummi Nation School Board.
3. Enter attendance for K-12 students into SKYWARD & NASIS information systems pertinent to absences, including disciplinary actions, athletic department activities and other events in a timely manner.
4. Enforce procedures necessary for teachers posting attendance and updates as required in both student information systems.
5. Collaborate and assist LNS registrar regarding enrollment as it pertains to attendance policy process.
6. Coordinate and keep documentation of pertinent attendance monitoring including parents and guardian-contacts.
7. Works with the LNS Admin., Family Support Office, LNSB and Lummi Court System to monitor and track student attendance according to policies and procedures.
8. Create, compile, and maintain all confidential and relevant K-12 attendance files.
9. Monitor attendance relating to student achievement. Provide notifications as needed to ensure student success.
10. Answer, record and distribute/direct all incoming phone calls and/or messages in a professional, courteous, and timely manner.
11. Greet and assist all students, teachers, staff, and visitors in a courteous manner that is conducive to a positive school climate.

12. Attend trainings relevant to job duties and responsibilities.
13. Ability and willingness to cross training with other administrative support staff to gain professional knowledge and expertise in regard to each support staff's specific area
14. Ability and willingness to cover and perform duties of other LNS support staff when needs and directed
15. Participate in school improvement process and school sponsored community activities as directed

#### **MINIMUM QUALIFICATIONS:**

- AA *preferred* **or** willingness to work towards completion of college program.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to coordinate projects and multiple assignments simultaneously.
- Ability to use complex problem-solving skills to creatively and successfully solve problems
- Possess relevant and effective communication; both verbal and written
- Ability to accurately and completely enter data
- Ability to create reports and summaries
- Ability to summarize information in written and verbal form when required
- Ability to work both independently and as a team when necessary
- Concern/awareness of children's issues in the Lummi community and ensuring they have a safe, clean and healthy environment
- Ability to create reports, graphs, and/or charts from raw data as requested by Administration
- Experience enforcing policies & procedures
- Experience creating and maintaining organized files

#### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.
- Proof of U.S. Citizenship.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date

#### **TERMS OF EMPLOYMENT:**

- All elements of this job description apply.
- Salary depends on qualifications
- School Year (12 Month Employee)

#### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies.

Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.