



Attendance Assistant/ Contact Tracer **St. Teresa's Academy || Temporary**

The Attendance Assistant/ Contact Tracer (herein called Attendance Assistant) will support to the school nurse and attendance officer at St. Teresa's Academy. Hours for this position is 20 hours per week during normal business hours (8:00 am to 12:00 pm). This temporary position reports to the Principal of Student Affairs.

| Responsibilities |

Assists in maintaining attendance records for students. This includes:

- Assesses and records student absences.
- Verifies student absences with parents.
- Monitors student health check ins and ensures compliance.
- Assists with monitoring virtual learners
- Serve as a back up for the Attendance Officer.

Serve as a contact tracer for COVID-19. This includes:

- Assesses seating charts and identifies contact list.
- Assists in contacting students and parents when necessary.
- Administers and documents COVID-19 tracking.

| Qualifications |

- Minimum qualifications include a high school diploma or equivalent.
- Excellent verbal, written and interpersonal communication skills
- Strong computer skills including Microsoft Office or Office 365 and Google Suites.
- Ability to enforce policies with students and parents.

| Attributes and Values |

- Takes initiative and works independently.
- Ability to manage multiple priorities effectively

| Physical Requirements |

- Prolonged periods sitting at a desk and working on a computer

| St. Teresa's Academy is an Equal Opportunity Employer |