

JOB TITLE	Campus Attendance Monitor
DEPARTMENT	
LOCATION	Frontier Collegiate Institute Campus
REPORTS TO	Principal/Residence Administrator
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months

POSITION SUMMARY

As a member of the student support team, the Campus Attendance Monitor will assist in ensuring that all students arrive at school on time and ready for class. The Campus Attendance Monitor will provide support to administration to improve student attendance and foster student responsibility.

QUALIFICATIONS

Education

- Grade 12.
- Valid Manitoba Driver's license

Experience

- Working with adolescents in a supervisory role and experience working within a school system

Knowledge, Skills and Abilities

- Excellent written and verbal communication skills.
- Computer experience with word processing
- Fluency in a First Nations language would be an asset.
- Ability to work collaboratively and maintain effective working relationships with administration, teachers, counsellors, parents and students.
- Ability to relate positively with adolescents.
- Ability to work independently and as a team member.

DUTIES AND RESPONSIBILITIES

- Ensures that students arrive at school on time, ready for class.
- Assist with supervision over lunch break to ensure students arrive to afternoon classes on time.
- Monitor campus and dorm areas during the day to ensure students are in class.
- Work with school and campus administration when required to assist with contacting parents in order to improve student attendance.
- Communicate with school administration regarding student attendance.

Performs other duties as assigned.

CONTACTS

Principal
Residence Administrator
Campus Staff

WORKING CONDITIONS

Campus and school setting (inside and outside of building)
This position works the school year

PHYSICAL AND VISUAL REQUIREMENTS

Physically capable of performing assigned duties

EQUIPMENT USED

General office equipment: computer, facsimile, photocopier
Two Way Radio