



Attendance and Family Communications Coordinator in Alternative High School

Status: 7:30 am to 3:30 pm, 5 days a week; 40 hours max

Compensation: starting at \$40,000-45,000 based on experience and qualifications directly related to this position

Reports to: Office Manager

Location: Mt. Scott Learning Center, 6148 SE Holgate Blvd., Portland (on major bus lines)

Start Date: August 2024

POSITION SUMMARY:

Mt. Scott Learning Center is a unique, community-oriented school that serves high school students who need something beyond the traditional learning environment to find academic success. We are a tight-knit community of teachers, administrators and students, seeking an attendance and family communications coordinator to support the work in our school's front office. Candidates for this position should be committed to Mt. Scott's mission and be excited to work in a dynamic office environment with regular direct interaction with students, families and staff. This position involves heavy data entry related to student attendance and behavior; it is also responsible for communicating with families about attendance and school events, and regularly updates the Mt. Scott website and phones. This position also provides front-office support including filing, answering phones and assisting guests as needed. The required hours for this position are Monday through Friday, 7:30 a.m. – 3:30 p.m. The contracted days for this position follow the Mt. Scott Learning Center yearly calendar, with some additional workdays required during summer break.

ABOUT US:

Mt. Scott Learning Center is a nonprofit options high school working to re-engage students whose needs were not being met in a larger, traditional high school setting. We believe our greatest strength is in the relationships we build—between teachers and students, between staff and families, between colleagues, and among peers. Our student body is a diverse community with unique learning needs and a wide variety of skills and challenges. They are what drives us. We are proud to maintain a graduation rate of over 90%, and one of the lowest dropout rates in the Portland area.

WHO YOU ARE:

- You enjoy working with adolescents, have high expectations for what they are capable of, and are excited about problem-solving with them and their families to help them reach their goals around regular, on-time daily attendance.
- You maintain a positive and calm attitude with students, families and others, even when they are not at their best.
- You model a high degree of professionalism in your dress, your conduct, your attendance and punctuality, and by setting healthy boundaries with young people.

- You balance priorities, schedules and deadlines with flexibility and a clear commitment to achieving successful outcomes for the people you are working with.

YOUR RESPONSIBILITIES:

- Working as part of an attendance team to provide support, encouragement and accountability for students who display patterns of late arrival or frequent absences.
- Collecting and inputting data from teachers' daily attendance records to track students who are chronically tardy or absent.
- Communicating daily with families regarding attendance, including problem-solving and developing accountability to support the goal of regular, on-time daily attendance for each student.
- Daily data entry into the behavior management system.
- Professionally and confidently assisting visitors to the building and appropriately directing incoming calls.
- Managing monthly communication with families through email and the website to share information around upcoming calendar items and other important information.
- Other shared office duties as needed, including managing distribution of Tri-Met passes for students, managing students on a 5-minute break or waiting for behavior check-ins, signing in students who arrive late or checking them out when they need to leave early, setting up student email accounts, checking and locking bathrooms, and other office tasks as needed.

REQUIRED QUALIFICATIONS:

- High school diploma or equivalent.
- Must be a positive, cooperative, flexible team-player who loves supporting and encouraging adolescents and working on their behalf.
- Must be skilled with the use of technology: Gmail and Google Apps, Internet applications, and all Microsoft Office Programs.
- You are committed to discretion, privacy and respect when communicating about students or other sensitive information.
- Must be attentive to detail, thorough, and able to follow through on duties in a multi-tasking, sometimes noisy environment that can have frequent interruptions.
- Must successfully pass Oregon Department of Education fingerprint-based background check.

PREFERRED QUALIFICATIONS:

- Experience with the Synergy database or similar system
- Experience working with teenagers
- Basic level of Spanish language proficiency

BENEFITS:

- \$38,000-45,000/year starting salary based on experience and qualifications related specifically to this job
- Employer-paid health and dental insurance through Kaiser Permanente
- Employer-paid long-term disability insurance
- 401(k) plan with employer match
- 2 weeks paid time-off plus school holidays and breaks

TO APPLY:

Please send a **cover letter and résumé** to info@mtscott.org with "Attendance and Family Communications Coordinator" in the subject line. Application materials are due immediately and will be reviewed on submission. This position will be open until filled. **Please do not contact the school or any staff member directly.**

An effective cover letter will highlight the applicant's relevant experience and address the following:

- Why the applicant is interested in being part of the Mt. Scott community
- What specific skills they would bring to the team

For more information about Mt. Scott Learning Center, please see our website at <http://mtscott.org>.

Mt. Scott is an equal opportunity employer and does not discriminate in any aspect of employment on the basis of race, color, religion, sex, national origin, age, disability, gender identity, sexual orientation, or any other legally protected status in accordance with the requirements of local, state and federal law.