



Attendance Coordinator

Position Description

Brother Rice High School is seeking an energetic and enthusiastic Attendance Coordinator to join the school's support staff team. The ideal candidate is hardworking, self-motivated, detail-oriented and goal-driven.

The position will involve representing the school internally, externally, and to various stakeholders. The Attendance Coordinator is the liaison between enrolled families and the school's administration. The position involves daily interactions with parents and students, sporadically and intensively between the hours of 6:45am and 3:15pm, regarding absences, early dismissals, and other matters affecting students and families. The Attendance Coordinator serves as an administrative assistant to members of the school's administrative team.

Qualifications/Requirements

A proven record of excellent customer service, strong interpersonal skills, strong written communication skills, and the ability to work in collaboration with students, parents, staff, faculty and administration is required. The chosen candidate must also have demonstrated proficiency in computer software and hardware include Microsoft Office especially Excel and Word. Experience in PowerSchool or similar student information software preferred.

Experience:

Experience in customer service and experience in Catholic schools is preferred.

To apply for this position, please send to jobs@brrice.edu

- A comprehensive resume
- A letter stating your personal interest in the position of Attendance Coordinator at BRHS indicating how your skills, knowledge and experience match the responsibilities articulated in the position description.