



Arizona School for the Arts

**ADMINISTRATIVE COORDINATOR**  
***Attendance, Healthcare & Discipline***

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***ASA's mission is to inspire creative thinkers and leaders through providing an innovative concentration in college preparation informed by the performing arts.***

The Administrative Coordinator works closely with the Office Administrator and Principal to facilitate key administrative duties related to attendance, health office, and discipline. This position will maintain excellent attendance records, communicate with parents about student absences, maintain the health office attending to the low level health needs of students, and support with communication and coordination of discipline actions and records.

***This position reports to the Office Administrator and is part of the Front Office Team.***

**Essential Duties and Responsibilities:**

***Attendance***

- Oversees all aspects of daily attendance ensuring accuracy and communication with families regarding student absences and tardies.
- Monitors the attendance line and sends attendance letters as appropriate.
- Manages attendance records for student entry and exit from campus during school hours (e.g. admission slips, late notices, class release forms, etc.)
- Maintains a variety of attendance records, schedules, and files, both manual and digital (e.g. contact and telephone logs, students attendance, etc.), for the purpose of documenting activities and/or providing reliable information and researching discrepancies before processing.
- Generates attendance reports for Administration on a regular basis.
- Keeps track of patterns and trends in attendance and presents findings to Administration in monthly meetings.
- Makes calls for students to come to the office and manages their correct attendance.
- Coordinates attendance meetings between Administration and students and their families.
- Assists with beginning and end of the year processes related to student files; updating and transferring academic permanent records and transcripts.
- Assists with annual audit of attendance records.
- Creates auto-generated emails to ASA parents/guardians about student absences and verifies accuracy.
- Performs other duties as assigned by the Office Administrator to support efficient office operations.

***Health Care Services***

- Discerns the degree of illness and medical care for students visiting the health office.
- Contacts families for serious illness and dispenses approved triage and medication as needed.

### ***Academic and Discipline***

- Supports Principal and Dean of Students in documenting and communicating exclusionary discipline in the student information system and to families.
- Schedules and coordinates Administrative level meetings with students and families related to discipline and/or academic standing.

### **Minimum Qualifications:**

- High School diploma.
- Minimum of 2 years college.
- 1-2 years of prior related work experience.
- Knowledge of office practices and procedures, equipment, computers, telephone etiquette, and letter writing.
- Proficient in Microsoft Office Suite, G Suite, and SIS.
- Valid Arizona Department of Public Safety Identity Verified Prints (IVP) card.
- Valid CPR and First Aid certificate.
- Valid Seizure Management Certificate.

### **Required Knowledge, Skills, and Personal Characteristics:**

- Outstanding customer service skills and professionalism.
- Ability to perform routine to moderately complex clerical and/or administrative work to ensure efficient and effective office operations.
- Strong sense of confidentiality.
- Solutions-focused and works well in a team environment.
- Excellent interpersonal and communication skills.
- Experience and skill in adapting to an environment with frequent interruptions and multiple projects.
- Ability to meet assigned deadlines.

### **Salary and Benefits:**

- Salary commensurate with experience.
- Full time position with benefits.
- Member of ASRS.

### **Interested candidates should submit the following via e-mail to [employment@goasa.org](mailto:employment@goasa.org):**

- Cover letter, resume, three letters of reference, and the [ASA Application for Employment](#) found on the website.

*ASA is an equal opportunity employer. Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, or veteran status is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.*