



**Jalen Rose Leadership Academy**  
Future Jaguar Role Specifications

<b>Job Title:</b> Attendance Clerk	<b>Contract Type:</b> Salary (Full Time)
<b>Department:</b> Operations	<b>Salary:</b> See Compensation Matrix
<b>Reports to:</b> Managing Director of Operations	<b>Schedule:</b> 12-Month

As an educator with Jalen Rose Leadership Academy, you are considered a guardian to our students (whom we refer to as scholars). You will also build trust and community in your classroom via clear and timely communication with your scholars and families. At JRLA, we have created a model specifically designed to raise achievement for historically underserved scholars. We support your creativity and wholeheartedly encourage a rigorous, personalized, and well-rounded educational experience to meet the unique needs of each scholar in your classroom.

Established in 2011 by NBA Star Jalen Rose and Co-Founder Michael Carter, JRLA is located on the Northwest side of Detroit in the zip code where Jalen grew up. An open enrollment, tuition-free, public charter high school, JRLA provides a leadership-focused education to 420 scholars and nearly 1,000 alumni. The mission is to empower all scholars to develop the strength of character, skills, and knowledge needed to matriculate, be great in, and graduate from college or a postsecondary program so that they have the opportunities to be successful in the competitive world and take care of themselves and the people they love.

Built around a 9-16 model, JRLA has never wavered in its pursuit to improve the educational landscape for Detroit area youth. After 13 years of operations, JRLA remains steadfast in its commitment to not only get scholars to graduate from high school but for them to graduate from college or a postsecondary program as well – outcomes that are real game changers in urban education. With a 97% high school graduation rate, 100% college and postsecondary acceptance, and a leader among open enrollment high schools in Detroit for college matriculation (69% compared to a state average of 64%), JRLA knows the path to college and a successful future.

JRLA is authorized by Central Michigan University and is a self managed single-site charter school.

**Job Summary:** The Attendance Clerk is responsible for maintaining accurate records of student attendance and ensuring compliance with the state of Michigan and the JRLA attendance policies. This role involves working closely with school leadership, teachers, students, and parents to monitor and improve student attendance. The Attendance Clerk tracks and reports absenteeism patterns, assists in developing strategies to improve attendance rates, and communicates with families regarding absences, tardiness, and early dismissals.

**Essential Job Tasks:**

- Record and maintain accurate student attendance data on a daily basis.
- Monitor and report student absenteeism to school leadership, including patterns or concerns.
- Communicate with parents and guardians regarding student absences, tardiness, and early dismissals.
- Assist in the development of attendance improvement plans for students with chronic absenteeism.
- Process and track requests for excused and unexcused absences.
- Prepare and distribute attendance reports to administration and other relevant stakeholders.

- Work with teachers to verify and resolve discrepancies in student attendance records.
- Maintain confidentiality of all student attendance records in accordance with school policies and FERPA guidelines.
- Collaborate with school counselors and administrators to support students' attendance needs.
- Assist with the preparation for state and district attendance audits.
- Uphold professional ethics and standards as an operations employee and a member of the Jaguar family.

#### **Minimum Job Qualifications:**

- You believe **ALL** children can and will succeed regardless of their zip code.
- High school diploma or equivalent required; Associate's degree or higher preferred.
- Prior experience in a clerical or administrative role, preferably in a school setting.
- Strong organizational skills and attention to detail.
- Ability to communicate effectively with students, parents, and staff.
- Knowledge of attendance tracking systems and databases. (*PowerSchool*)
- Proficient in Microsoft Office Suite (*Word, Excel, Outlook*) and Google Suite (*Docs, Sheets, Gmail*).
- Ability to maintain confidentiality and handle sensitive information. (*FERPA*)
- Strong customer service and interpersonal skills.
- Ability to work independently and as part of a team.
- Knowledge of the state of Michigan and JRLA attendance policies and regulations is a plus.
- Valid driver's license and the ability to travel to off-site locations for attendance-related tasks.
- Flexibility to adapt to changing priorities and demands in a school setting.

#### **Core Competencies:**

- A passion for working with scholars and families in under-served communities
- Effective verbal and written communication skills
- Team player with strong interpersonal/influence skills
- Possess organizational and technology skills

#### **Why should you apply?**

- Competitive Salaries
- Paid Development Opportunities
- Retention Bonuses
- Monthly Mental & Physical Wellness Events & Initiatives
- JRLA fringe benefits (birthday gifts, team building events, SWAG, unique experiences)

#### **Our Core Values:**

- The power of **RESPECT**: I find success through empathy and integrity
- The power of **DETERMINATION**: I have the will to succeed
- The power of **EXCELLENCE**: I must take ownership in my learning to succeed
- The power of **FAMILY**: I succeed when we all succeed

*This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.*

Employee Name:	PLEASE PRINT
Employee Signature:	Date:
Supervisor Signature:	Date:

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