



5102 S. Commerce Drive ■ Murray, Utah 84107  
(801) 264-7400 ■ (801) 264-7456 (fax)

PLEASE POST THIS NOTICE OF VACANCY

## District Attendance Specialist

**Responsibilities:** Responsibilities include the primary duty of working collaboratively with district and school personnel to improve student attendance across the district. Daily tasks include, but are not limited to: tracking, organizing, analyzing, and reporting student attendance data; assisting with implementation of district and school attendance goals; participating in attendance trainings and committee meetings; helping to facilitate attendance intervention classes and district attendance meetings; contacting parents regarding attendance; coordinating with district and school personnel. Other related duties as assigned.

**Minimum Requirements:** Proficient in both written and oral communication in English; proficient in Word and Excel; ability to effectively engage verbally with a variety of stakeholders; self-motivated; and a team player.

**Job Classification:** TA III – 28 hours per week (retirement benefits)

**Pay Grade Hourly Rate :** Pay Grade 7 / \$17.63 (entry) to \$24.25 (step 20 – in district employees only) based on experience and/or education

**Closing Date:** August 31, 2023 or until filled

**Application Process:** Submit online application: <https://www.cognitoforms.com/MurraySchoolDistrict1/EducationSupportProfessionalESPApplication>

POSTED 8/24/2023

### MURRAY CITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Murray City School District to provide and promote equal opportunity employment compensation and other terms and conditions of employment without discrimination because of race, color, gender, religion, national origin, age, disability, pregnancy, childbirth, sexual orientation, or gender identity. The District provides reasonable accommodation to the known disabilities of employees in compliance with the Americans with Disability Act.