



BISHOP DWENGER HIGH SCHOOL

Attendance Officer

Position Summary

The Attendance Officer serves as a vital member of the Bishop Dwenger High School staff by ensuring the accurate recording, monitoring, and reporting of student attendance while supporting the school's mission of fostering academic excellence, personal responsibility, and Christian values. This position requires exceptional organizational skills, proficiency with PowerSchool, and the ability to communicate professionally and compassionately with students, parents, faculty, and staff, while upholding confidentiality in student matters.

The Attendance Officer is a full-time position following the academic calendar, with hours being 30 minutes before and after the start of the school day. There are no summer hours.

Essential Responsibilities

Attendance Management

- Maintain accurate daily attendance records using PowerSchool.
- Verify and process student absences, tardies, early dismissals, and attendance corrections.
- Monitor attendance trends and identify students with excessive absences or tardiness.
- Generate daily, weekly, and monthly attendance reports for administration.
- Ensure compliance with Indiana attendance laws, diocesan policies, and school procedures.
- Maintain confidential student attendance records in accordance with FERPA regulations.

Communication

- Serve as the primary contact for parents and guardians regarding attendance questions and concerns.
- Communicate with families through phone calls, emails, and written correspondence regarding student absences.
- Notify parents of unexcused absences and attendance concerns in a timely manner.
- Collaborate with teachers to resolve attendance discrepancies.
- Work closely with counselors, Dean of Students, and administrators to support students experiencing attendance challenges.

Student Support

- Assist students returning from extended absences by coordinating attendance documentation.
- Monitor attendance plans for students with medical conditions or other approved accommodations.
- Encourage positive attendance habits through proactive communication and relationship-building.

Qualifications

- High school diploma required; associate's or bachelor's degree preferred.
- Experience in a school office or educational setting preferred.



BISHOP DWENGER HIGH SCHOOL

- Demonstrated (or willingness to gain) proficiency with PowerSchool Student Information System or similar student management software.
- Strong working knowledge of Microsoft Office Suite.
- Excellent written and verbal communication skills.
- Exceptional organizational skills with strong attention to detail.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Friendly, professional demeanor with a commitment to outstanding customer service.

Start Date: 2026-2027 School Year

Location: Bishop Dwenger High School, Fort Wayne, IN

Contact: Amy Johns, Assistant Principal
ajohns@bishopdwenger.com or 260-496-4710

Applicants should also complete the diocesan application materials found at: https://secure7.saashr.com/ta/6168565.careers?ApplyToJob=621218140&full_apply=&jobid=621218140