

Main Office and Attendance Liaison

The Attendance Liaison performs a variety of clerical tasks related to student attendance, ensures accuracy in attendance records, and supports the school administration in maintaining an organized and efficient attendance system. This position is critical as the Attendance Liaison will work in constant communication with Mentors and the attendance team to determine the cause of absenteeism and collaborate on solutions, particularly when transportation is a barrier. A high degree of attention to detail, accuracy, and the ability to troubleshoot issues is essential.

Primary Responsibilities

- Collaborate with Mentors and the attendance team to determine the causes of student absences and help solve transportation-related issues, ensuring students are able to attend school regularly.
- Participate as part of the recruitment team, ensuring student numbers are maintained during both the startup phase and ongoing operations.
- Maintain a variety of attendance records, schedules, and files (manual and computer) to provide reliable information in compliance with district policies.
- Admits late students and maintains records of tardiness; oversees the "sign out" process and keeps records of students' absences due to appointments.
- Make and receive telephone calls, take messages, and route calls, while supporting other school communication needs through emails and updates.
- Prepare daily, weekly, and/or monthly reports (e.g., passes, attendance reports, letters to parents) to convey information about attendance procedures.
- Process documents related to attendance, student placement, and disciplinary actions.
- Respond to inquiries from staff, parents, probation officers, other schools, and students, providing information and guidance.
- Assist with conferences with parents/guardians regarding attendance, discipline, and student behavior.
- Maintain student files and records, pulling and compiling information for reports as requested.
- Enroll and withdraw students according to school and district procedures.
- Meet with new students and parents to complete registration and orientation.
- Communicate with parents, students, and staff about attendance issues and requirements, ensuring compliance with district and state absence notification requirements.
- Perform additional duties as assigned by the Administrator.



Qualifications

- High school diploma or GED; previous office experience preferred.
- Strong interpersonal and communication skills, capable of building positive relationships with students, staff, and parents.
- Excellent organizational skills and the ability to manage time efficiently.
- Ability to multitask effectively in a fast-paced environment.
- Proficient in basic computer skills and knowledge.
- Ability to maintain a professional and friendly demeanor.

Physical Requirements:

- Regularly required to sit, stand, walk, talk, hear, operate a computer, and other office equipment.
- Must occasionally lift and/or move up to 50 pounds.

Work Environment:

- The work environment is typical of a school setting, main office, with interaction between staff, students, and the public.
- The noise level may vary depending on daily activities but remains within an acceptable range.
- Frequent exposure to germs, bacteria, and viruses is possible.
- The employee must handle multiple demands and work in both inside and outside areas.

How to Apply:

Interested candidates may apply by clicking on this [application link](#) or by submitting a résumé, cover letter, and three professional references to help@therockacademynashville.org. Selected candidates will be contacted for a formal interview.

Join us in making a difference and empowering students to achieve their full potential!

About The Rock Academy:

The Rock Academy is committed to fostering educational excellence and empowering students through innovative programs and support services. We aim to prepare students for meaningful careers and a lifetime of success by combining rigorous academics with real-world experiences. The Rock Academy became the first Opportunity Public Charter School in Tennessee, created specifically to serve opportunity students in grades 9–12. The school design is specifically for youth who have been chronically absent from school and/or involved in foster care or juvenile justice systems. We are slated to open August 2026 in the Antioch area.



Equal Employment Opportunity

The Rock Academy is an equal opportunity employer and is committed to building a diverse and inclusive workforce. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, military/veteran status, or any other protected characteristic. We strongly encourage candidates from all backgrounds to apply.

This job description is in compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be assigned by the Administrator.