Hickman County School System

Job Title: Database Administrator

Contract Period: 10 month contract

Reports to: At-Risk Coordinator

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Purpose of Job

Collaborate with school system administrators, parents, and students to remove barriers to student attendance and comply with school board policies and state laws.

Essential Duties and Responsibilities

- Prepares and maintains accurate records and files regarding students' attendance, tardiness, and truancy throughout progressive Tier system
- Prepares correspondence pertaining to student attendance and records as appropriate
- Communicates with students and parents regarding attendance related issues
- Makes phone calls and/or sends letters regarding student attendance concerns and problems
- Schedules truancy meetings for the district when students are in Tier 2 and/or Tier 3
- Alternative learning assistance to address learning loss for at-risk students
- Other duties as assigned by the At-Risk Coordinator

Minimum Training and Experience Required
Applicants must demonstrate strong communication skills to communicate with colleagues, teachers, parents, and students. Time management, computer, and organizational skills are required for this position.

Evaluation Process
Annual evaluation with the supervisor based on the job description.

Application Process

Candidates wishing to apply for this position should complete an Application for the Hickman County School System, located here. Applications can be mailed to 115 Murphree Avenue, Centerville, TN 37033.