



St. Theodore Guerin High School
15300 Gray Road
Noblesville, Indiana 46062

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guerincatholic.org

Attendance Officer

St. Theodore Guerin High School in Noblesville is searching for an Attendance Officer for the front office. This is a full-time, year-round position.

Essential Duties and Responsibilities

- Maintain accurate attendance records in PowerSchool in compliance with state guidelines.
- Monitor daily attendance and follow up on unexplained or unauthorized absences.
- Contact parents by phone regarding student absences and tardies.
- Analyze attendance trends and prepare regular reports for counselors and administrators.
- Collaborate with the Assistant Principal of Student Services to address attendance concerns and support improvement strategies.
- Welcome, assist, and direct visitors and community members upon arrival.
- Answer incoming calls and provide courteous, helpful assistance.
- Enforce visitor policies and procedures to ensure a safe and secure environment.
- Provide general secretarial support to the front office team as needed.

Qualifications

- Applicants should be comfortable working in a Catholic environment and must have respect for the teachings of the Catholic Church.
- Applicants should be pleasant, polite, and welcoming to visitors.
- Applicants should have a good work ethic, be self-motivated, and have attention to detail.
- Applicants must have a professional demeanor and be able to maintain confidentiality.
- Applicants should have good communication skills and be a quick learner with technology. Experience with Powerschool is preferred, and proficiency in Google Apps is a plus.
- Applicants should be committed to contributing to the life of the school.

Contact Information

Applicants may submit a cover letter and resume to apply@guerincatholic.org.

St. Theodore Guerin High School is an Equal Opportunity Employer