

Attendance Specialist

DEFINITION:

Under the direction of the Director of Behavior Intervention & Student Services or designee, facilitate attendance improvement and intervention communications between District office and school site staff; attend SART and SARB meetings, prepare and maintain a variety of reports and records; assist the District and school sites with attendance needs and support strategies to improve student attendance.

QUALIFICATIONS:

Experience:

- Two years of responsible and varied clerical experience involving frequent public contact.
- K-12 school experience desirable.
- Sufficient training and experience to demonstrate the knowledge and abilities listed above.

Education:

- Equivalent to completion of the twelfth grade.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Director of Behavior Intervention & Student Services, incumbent will:

- Collaborate on the development, implementation, and evaluation of the District's comprehensive FCUSD Attendance Improvement Plan.
- Collaborate with team members, vendors, and other technical staff to develop, design, implement, and provide professional development to continuously improve attendance systems.
- Collaborate with site staff to develop interventions for students who are truant or chronically absent and develop individualized plans to improve attendance, including assisting with SARTs and SARBs.
- Research resource materials and best practices for school staff on effective policies, procedures, and programs in relation to encouraging regular attendance for all students.
- Act as a resource to administrators, guidance counselors, teachers, and other site personnel regarding student attendance, interpretation of policies/laws, and record keeping requirements.
- Serve as a liaison between schools and local agencies, such as social services and health resources, court services, and local law enforcement regarding truancy and chronic absenteeism.
- Assist sites with home visits for students with severe attendance deficiencies, providing guidance to parents on how they can assist in improving attendance and academic success.
- Assist with preparation of required reports and documentation for administrators presenting cases at Truancy Court.
- Interpret, apply, and explain rules, regulations, requirements, and laws related to the assigned student services program.
- Prepare and maintain a variety of records related to assigned activities and programs.
- Attend meetings, workshops, and conferences related to student attendance.
- Other related duties may be assigned consistent with the knowledge, skills and abilities required for the job

KNOWLEDGE:

- District and site level attendance policies and procedures
- Applicable federal, state, local laws, rules and regulations related to attendance
- Diverse populations and socioeconomic backgrounds of students.
- Methods to assist in the development of increased attendance and improve student engagement rates.

ABILITIES AND SKILLS:

- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience, and courtesy
- Conflict mediation and de-escalation strategies.
- Communication skills to write clear, concise, and readable reports and correspondence.
- Record-keeping techniques.
- Modern office methods, practices, and procedures
- Procedures and practices required in data collection, data processing, data entry and report preparation

- Perform various organizational and clerical functions.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Maintain consistent, punctual, and regular attendance.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.