

Attendance Support Specialist

MINIMUM QUALIFICATIONS: United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

QUALIFICATIONS:

- Bachelor's Degree
- Teaching experience preferred
- Alternatives to the preceding qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Child Welfare and Attendance Supervisor

SUPERVISES: Assigned School Leader(s) of Attendance

JOB GOAL: To monitor student presence district-wide and coordinate efforts to decrease student absenteeism and tardies; analyze student behaviors and identify potential negative trends proactively. The Specialist supports school initiatives to improve academic success and reduce chronic absenteeism by working collaboratively with school staff, families, and community partners to address barriers to regular school presence.

TERMS OF EMPLOYMENT: 10 Month with 11th optional month

PERFORMANCE RESPONSIBILITIES

Data Analysis and Monitoring

- **Monitor and analyze student presence data** to identify patterns, trends, and students at risk of chronic absenteeism.
- Utilize **WebPams and other district reporting methods** to analyze student behavior trends and potential problems.
- **Generate reports and present findings** to the Superintendent, Child Welfare and Attendance Supervisor, school administrators, teachers, and relevant stakeholders, including monthly discipline reports.
- Utilize data to inform the development and implementation of **targeted, evidenced-based interventions** and support attendance strategies.

Student and Family Support

- Conduct **outreach and home visits** to students and families experiencing challenges with regular school presence and attendance.
- Develop and implement **individualized attendance plans** in collaboration with families and school staff that include academic supports such as core instruction, high-dosage tutoring, and intervention time.
- **Connect families with community resources** (e.g., medical, transportation, housing assistance) and facilitate communication between families and school staff.

- Provide direct guidance and support to address underlying issues impacting student presence and attendance.
- Assist with the school's response to **truancy** as defined by statute and local policies.
- Participate in school attendance teams and attend meetings related to student attendance as needed.

Collaboration and Professional Development

- **Collaborate with school personnel** (administrators, counselors, social workers, nurses) to promote a positive school environment and support student presence and attendance.
- **Develop and implement professional learning sessions** for educators regarding best practices for improving student presence, attendance, and addressing behavior issues.
- Stay current on best practices in student support services and relevant educational policies.
- **Communicate regularly with parents/guardians** regarding student attendance, progress, and interventions.
- **Build and maintain relationships with community organizations and agencies** to enhance support for students and families.
- **Participate in parent/teacher conferences and other school events** to promote attendance initiatives.
- Assist in the development of attendance-related policies and procedures.

Other Duties

- Perform other duties as assigned by the supervisor

PROFESSIONAL RESPONSIBILITIES

- Maintain **professional personal appearance**, confidentiality, and trustworthiness.
- **Attend work regularly** and report to work on time.
- Complete work efficiently and accurately within deadlines without supervision.
- **Support and implement district initiatives** or directives of the Superintendent and Board.
- Keep the Superintendent and Child Welfare and Attendance Supervisor informed of the progress being made in areas of responsibility.
- Follow the specific requirements established by the **School Board (LEA)**, **State Department of Education (SDE)**, and **Federal regulations**.
- Act as a **technical advisor and resource person** to assist others in area(s) of responsibility.

TERMS OF EMPLOYMENT: 10 Months.

EVALUATION: Performance Evaluation, annually.

COMPENSATION: Adopted RPSB Certified Salary Schedule.