



**Job Title:** Attendance Facilitator

**Department:** Federal Programs & Special Projects

**Reports To:** Site Principal

**Grade:** Based on HQ status (non-certified)

**Number of Days:** 172

**Security Access:** NA

**Current Date:** February 17, 2015

**Overtime Status:** Non-Exempt

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**Position Summary:** To support school achievement through attendance intervention for students at risk of not succeeding as a result of non-attendance.

**Minimum Qualifications:**

- HQ status by test or education.
- Possession of valid OK Driver's License.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Identify patterns of nonattendance.
- Promote positive attitude toward attendance.
- Analyze causes of nonattendance.
- Provide early intervention with at-risk students.
- Enforce compulsory attendance laws.
- Collaborate with teachers and school leaders to develop individual and school wide attendance promotion plans.
- Communicate regularly with parents of at-risk students and assist parents in resolving student attendance issues.
- Develop mentoring programs for at-risk students.
- Conduct home visits.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to collect and analyze attendance data, make recommendations and plans based on data, and evaluate results of data-driven plans.
- Expertise in working with at-risk students.
- Willingness and ability to collaborate with teachers, leaders, parents, students, and district personnel.
- Strong verbal and written communication skills.
- Sound knowledge of appropriate strategies for increasing attendance.

**Supervisory Responsibility:**

- None

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- School environment.
- Student homes or other places of residence, including shelters.
- Must be able to operate a motor vehicle and be able to respond to various locations as necessary.
- Must hold a valid Oklahoma Driver's License and maintain appropriate motor vehicle insurance.
- Light lifting as necessary.

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