

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE October, 1999

LAST REVISION DATE \_\_\_\_\_

BAND & GRADE B-2-2-5

POSITION TITLE Elementary Attendance Monitor Home Liaison

IMMEDIATE SUPERVISOR \_\_\_\_\_

Job Summary (Basic Purpose of Position)

The attendance monitor home liaison will monitor school attendance and provide early intervention to families in which student attendance falls below an acceptable level.

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
EMPLOYEE

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 Monitor student attendance with assistance of school office personnel.  1.01 Meet weekly with building principal.  1.02 View attendance records.  1.03 Document information as needed.  1.04 Assist in the management of the school attendance incentive program.	B	10D		1. Good communication skills. 2. Knowledge of Skyward. 3. Organizational skills. 4. Knowledge of policy, procedures and law. 5. Valid driver's license. 6. Ability to communicate effectively with parents. 7. Knowledge of family systems. 8. Ability to establish a positive relationship with parents.	1.01 Weekly contacts were made.  1.02 Attendance records were viewed appropriately.  1.03 Documentation of contacts is available.  1.04 Assistance was provided in the management of the incentive program.
1.05 Communicate with school staff to address attendance problems.	B	10D			1.05 Staff was contacted regarding attendance problems.
1.06 Meet weekly with pertinent school personnel.					
1.07 Make home visits to K-5 families in schools participating in the attendance grant.	B	50D			1.06 Weekly contacts are made.  1.07 Home visits were made.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.08 Refer families to community agencies.	B	5D		1. Cultural sensitivity and awareness.	1.08 Evidence exists that referrals have been made to appropriate agencies.
1.09 Maintain student contact as needed.	NA	5D 3W		2. Ability to encourage parent communication with school personnel.	1.09 Student contact was maintained.
1.10 Communicate with social services, county attorney, Department of Corrections, and other appropriate agencies in the community.	B			3. Provide own car. 4. Knowledge of community resources.	1.10 All communication was completed appropriately. Consultation took place.
1.11 Consult with building principal before making contact.	B	12D		5. Ability to communicate with students in a positive manner. 6. Good computer skills. 7. Good organization skills.	1.11 Consultation with building principals took place appropriately.
1.12 Collect and interpret appropriate data for program evaluation for effectiveness.					1.12 Data collected was properly interpreted.
1.13 Duties as assigned.	NA				1.13 Duties were completed as assigned.