

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE: October 1999
 LAST REVISION DATE: November 2016
 BAND & GRADE: B-2-2-5

POSITION TITLE: Elementary Attendance Monitor Home Liaison

IMMEDIATE SUPERVISOR: Building Principal(s)

Job Summary (Basic Purpose of Position)

Monitor student attendance and initiate appropriate interventions with parents/guardians when student absences exceed District and/or building requirements. Assists with truancy referrals.

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	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					
<p>1.00 MONITOR STUDENT ATTENDANCE</p> <p>1.01 Review daily/weekly/monthly attendance records and absence reports.</p> <p>1.02 Identify students with unexcused absences and those deemed "habitual truant" as defined by District Policy and State Statute.</p> <p>1.03 Prepare appropriate documentation regarding unexcused absences and/or truancy.</p> <p>1.04 Assist in the implementation and management of any school attendance incentive program(s).</p> <p>1.05 Participate in regular meetings with building Principals and other school staff to address student attendance issues.</p> <p>1.06 Conduct home visits with parents/guardians of students with excessive absences/tardies to review District Attendance Policy and potential</p>				<p>Knowledge of:</p> <ol style="list-style-type: none"> 1. District policies and procedures. 2. Applicable state and federal rules and regulations. 3. Community and student concerns. 4. Correct grammar, usage, spelling and punctuation. 5. Composition of letters and reports. 6. Computer technology. 7. Record retention. 8. Office routines. 9. Student management system/software. 10. Proper telephone etiquette. 11. Recordkeeping. 12. Database program and trouble-shooting technical difficulties. 	<p>1.01 Reviewed attendance records and absence reports.</p> <p>1.02 Identified students with unexcused absences or who are "habitual truant."</p> <p>1.03 Documentation was prepared appropriately and timely.</p> <p>1.04 Assistance was provided in the management of the incentive program(s).</p> <p>1.05 Participated in regular attendance review meetings.</p> <p>1.06 Conducted home visits as appropriate and reviewed attendance expectations with</p>

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<p>truancy action if attendance does not improve.</p> <p>1.07 Work with students, parents/guardians, and Principals to develop and implement appropriate student attendance contracts.</p> <p>1.08 Provide appropriate community services referrals for families when needs are identified, including, but not limited to: chemical dependency treatment, mental health providers, county health and human services, county attorney's office, tribal resources, etc.</p> <p>1.09 Establish and maintain effective working relationships with social services, probation, mental health, chemical dependency treatment, and other community resource staff.</p> <p>1.10 Maintain regular (weekly/bi-weekly) contact with students identified as "at risk" due to excessive absences/tardies and their parent(s)/guardian(s).</p> <p>1.11 Collect and prepare data regarding effectiveness of attendance interventions.</p> <p>2.00 TRUANCY REFERRALS</p> <p>2.01 Compile data regarding attendance and prepare written notices for parents/guardians.</p> <p>2.02 Conduct home visits as requested and/or directed.</p> <p>2.03 Prepare documentation for truancy/educational neglect referrals to the</p>				<p>Ability to:</p> <ol style="list-style-type: none"> 1. Communicate effectively. 2. Plan and organize. 3. Manage time. 4. Maintain confidentiality 5. Work with statistical information. 6. Work cooperatively. 7. Make decisions. 8. Establish positive relationships. 9. Operate and maintain office machines. 10. Perform under stressful situations and with frequent interruptions. 11. Resolve problems. 12. Meet deadlines. 13. Demonstrate consistent and reliable attendance. <p>Skill in:</p> <ol style="list-style-type: none"> 1. Typing. 2. Operation of office equipment. 3. Operation of computer hardware and software 4. Using time effectively. 5. Maintaining accurate records. 6. Organization. 	<p>parents/guardians.</p> <p>1.07 Appropriate attendance contracts have been developed and implemented.</p> <p>1.08 Parents/guardians were referred to appropriate community service agencies as appropriate.</p> <p>1.09 Established and maintained effective working relationships with appropriate community agencies/resources.</p> <p>1.10 Student and parent/guardian contact was maintained with weekly/bi-weekly contact/meetings.</p> <p>1.11 Data was collected, prepared and reviewed in a timely manner.</p> <p>2.01 Compiled attendance data and prepared appropriate written notices.</p> <p>2.02 Completed home visits as requested/directed.</p> <p>2.03 Prepared appropriate documentation for truancy/educational neglect referrals.</p>
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<p>Social Services.</p> <p>2.04 Participate in Attendance Policy Appeals as directed or requested by the building Principal.</p> <p>3.00 OTHER DUTIES AS ASSIGNED</p> <p>3.01 Assist with school programs as directed by Principal.</p>					<p>2.04 Participated in Attendance Policy Appeals as directed.</p> <p>3.01 Assisted with school programs as directed.</p>
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