

TITLE: PARENT/ATTENDANCE COORDINATOR

QUALIFICATIONS:

- A. High School Diploma or equivalent,
- B. Shall possess effective oral and written communication skills.
- C. Shall be able to interact in a positive way with students, parents and staff.
- D. Must have a valid driver's license and an insured automobile.
- E. Lift and carry up to 50 pounds.
- F. Prior to employment all personnel must have a physical examination (including a drug screening) and criminal background check.

REPORTS TO: School Principal

JOB GOALS:

To assist the principal and staff in facilitating parental involvement in programs and to assist the Student Safety Coordinator with truancy.

PERFORMANCE RESPONSIBILITIES:

- a. Collaborates with principals, teachers, staff and parents, in developing and implementing parental involvement activities.
- b. Assists in the development and/or facilitation of workshops for parents.
- c. Confers, on a regular basis, with the principal regarding the status of parent involvement activities.
- d. Recruits parents to provide volunteer services for school staff through phone calls, newsletters, flyers, school/home activities.
- e. Conducts outreach efforts by making telephone calls and home visits when indicated.
- f. Maintains and operates the Parent Resource Center.
- g. Maintains documentation of daily activities and reports parental involvement activities on a regular basis.
- h. Assists in planning programs involving local and state health and social services agencies.
- i. Works collaboratively with School Principal and Community Liaison to enhance community relations.
- j. Conferences with truant students minimally twice per week.
- k. Mails initial notice of truancy as directed by the Student Safety Coordinator.
- l. Attends truancy court with Student Safety Coordinator, if needed

- m. Monitors student attendance and keeps records of attendance patterns and services rendered.
- n. Performs all other duties as assigned.

TERMS OF EMPLOYMENT:

Works approved school calendar.

EVALUATION:

Evaluated by the School Principal and/or Assistant Principal