

CLASSIFICATION DESCRIPTION
Attendance Coordinator Paraprofessional

<u>Title of Immediate Supervisor:</u> School Principal	<u>Department:</u> Denfeld High School	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u> N/A		<u>Pay Grade Assignment:</u> Educational Assistants, Addendum A, Wages

General Summary or Purpose of Job:

The Attendance Coordinator Paraprofessional will focus on attendance promotion and recovery. This position will work closely with the Attendance Action Team, Families in Transition staff, Special Education Case Managers, BARR Community Connect, the Student Attendance Review Board (SARB) and other District support staff including Check and Connect Mentors, Integration Specialists and American Indian Home School Liaison. Work will also require communication and coordination with external partners such as Duluth Police and Probation Officers, Community Health Coordinator - alignment to support families, and County Social Workers.

By effectively coordinating attendance efforts and providing support to students and families, the Attendance Coordinator Paraprofessional will contribute to a positive and inclusive learning environment.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Coordinate Attendance Action Team: <ul style="list-style-type: none"> • Collect and disaggregate attendance data. • Analyze data to identify trends and patterns. • Develop strategies to address attendance concerns. 	Daily 40%
2.	Collaborate with School Staff: <ul style="list-style-type: none"> • Conduct routine check-ins with deans, assistant principal, and principal. • Attend Community School meetings to discuss attendance issues. • Stay informed about District Attendance Policies and participate in relevant discussions. 	Daily 25%
3.	Engage Families: <ul style="list-style-type: none"> • Implement interventions such as attendance contracts and mediations. • Provide support and resources to families facing challenges. • Coordinate community and home visits • Coordinate with staff who have a strong relationship with the family. 	Daily 10%

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4.	Support Attendance Office: <ul style="list-style-type: none"> • Assist with clerical tasks to enhance system capacity. • Contribute to the development and maintenance of attendance systems. 	Daily 5%
5.	Promote Attendance: <ul style="list-style-type: none"> • Develop and implement attendance campaigns and messaging. • Raise awareness about the importance of regular attendance. 	Monthly 20%
6.	Performs other duties of a comparable level or type.	As required

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)
Requires a minimum of an Associate Degree, and at least three years of experience working with high school students, or a combination of education and relevant experience totaling 5 years.
Experience working with families and students impacted by mental health, substance abuse, systemic/oppressive systems, poverty, trauma, and cultural awareness preferred.

Certification or Licensing Requirements (prior to job entry):

Knowledge Requirements:
Requires knowledge of:
<ul style="list-style-type: none"> ▪ Familiarity with school district attendance policies and procedures. ▪ Understanding of available resources and support services for students and families. ▪ Knowledge of local organizations and resources that can assist with attendance issues. ▪ Proficiency in using data analysis tools and software. ▪ Understanding of cultural differences and their impact on student attendance.

Skill Requirements:
Skilled in:
<ul style="list-style-type: none"> ▪ Managing multiple tasks, prioritizing responsibilities, and maintaining accurate records. ▪ Effective verbal and written communication skills to interact with students, families, and school staff. ▪ Capacity to identify and address attendance issues, develop solutions, and implement strategies. ▪ Proficiency in collecting, analyzing, and interpreting attendance data. ▪ Researching resources of outside organizations for the benefit of students and parents. ▪ Building positive relationship with students, families, and community partners. ▪ Working effectively with a team of school staff and community partners. ▪ The usage of desktop computers and applications software.

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Ability Requirements:

Ability to::

- Adapt to changing circumstances and work with diverse populations.
- Understand and appreciate different cultural backgrounds and perspectives.
- Understand and respond to the needs and emotions of students and families.
- Organize workload that provides effective and efficient achievement.
- Proactively approach identifying and addressing attendance concerns.
- Use desktop computers and applications software.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)		√		
Reach with hands and arms		√		
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.		√		
Up to 25 lbs.	√			
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Work is frequently performed in outdoor weather conditions when traveling between school sites or community agencies.

The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Vision Requirements: Check box if relevant

Yes No

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No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

New position classified by ISD 709, Human Resource Management, August 2024