



Title:	Attendance Liaison
Reports to:	Principal
Terms of Employment:	10 months
Salary:	NC State Salary Schedule

Job Summary

Position is responsible for providing services to Scotland County Schools by investigating and counseling students who have attendance issues. Position serves as a communication link between the schools and the home of students who have attendance problems. Position interprets and enforces the provision of the North Carolina Compulsory Attendance Law (115C-378); initiate legal proceeding against those who violate the State attendance laws. Position works with the Scotland County Schools Executive Director of Student Support by helping assess student and family needs and in planning, developing and implementing intervention strategies to help lower the dropout rate for the Scotland County School System.

Essential Duties

1. Serve as a liaison between the schools and home in regards to student attendance.
2. Assist the Scotland County School System in the enforcement of the North Carolina Compulsory Attendance Law.
3. Review PowerSchool attendance reports daily to assess the need for involvement in a school's student attendance issues.
4. Make contact with students, at schools, who are having attendance issues.
5. Make telephone call and home visits to the parents of students who are having attendance problems.
6. Develop and implement intervention strategies collaboratively with school personnel to address attendance issues including meeting with groups of students and assisting with alternative programs for students at risk of dropping out.
7. Develop an "On Track Progress Plan" for students who are at risk for dropping out of school.
8. Initiate the referral process for sending students with attendance problems to the Scotland County Schools "Judicial Attendance Council".

9. Keep lines of communication open involving principals, school counselors, social workers, parents and students.
10. Attend “On Track Progress” meetings as scheduled.

Other Duties

1. Perform any other related duties as assigned by the Executive Director of Student Support Services or Principal.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform these essential functions.

Minimal Qualifications (Knowledge, Skill, and/or Abilities Required)

Must possess at least an Associate Degree in education, criminal justice, or a related field with some related experience providing services for school age children. Must possess a knowledge and understanding of attendance laws, regulations, related school board policies, intervention/prevention strategies and referral sources. Must possess a NC driver’s license. Must be able to work with minimal daily supervision. Must have the ability to establish and maintain an effective working relationship with students, parents, school staff and outside agencies.