

## Attendance and Home Services Coordinator

### GOAL:

Implement a multi-faceted collaborative approach incorporating students, parents, staff and community stakeholders to address and reduce barriers to school success.

REPORTS TO: Superintendent or Designee

### GENERAL Duties: (Attendance, McKinney Vento, Foster Care, and Prevention)

1. Study, review and implement federal and state laws, state and local policies, SOP's and student/parent handbooks.
2. Provide staff development and support if/as requested by Superintendent or designee.
3. Act as liaison between school district and community health, mental health and social service stakeholders, law enforcement and courts to address needs of students and families.
4. Participate in parent-teacher conferences, IAT, IEP, 504 meetings as requested.
5. Conduct home visits to address student and family barriers/needs in order to strengthen school engagement and success.
6. Link and refer families/students to community services/programs.
7. Implement prevention strategies to increase attendance, attachment and achievement.
8. Maintain confidential records and data as required by federal, state and local entities.

### ATTENDANCE Duties:

Promote attendance by designing and implementing a consistent strategy to reduce excused and unexcused absences.

1. Study, review and enforce ORC, OAC and MCSD policies regarding compulsory school attendance.
2. Act as resource to school administrators, guidance counselors, teachers, school nurses, and registrar(s) to address attendance questions and concerns.
3. Assist as needed with student enrollment & withdrawal documentation, and residency verification.
4. Monitor attendance to identify students with re-occurring absences from school.
5. Investigate cases of nonattendance to determine cause(s) for absence.
6. Communicate with parents, students, and staff as necessary to address barrier(s) to attendance.
7. Conduct home visitations and attendance conferences to address barrier(s) to attendance.
8. Provide limited transportation from home to school/school to home as needed/as available.
9. Link and refer families for needed/recommended community based services.
10. Provide students with opportunities for guided problem solving and goal mentoring to decrease truancy and increase graduation.
11. Provide due process of rights by mailing or by hand-delivery of a mandated compulsory attendance notification advising the parent/guardian of their child's truancy status.
12. Issue mandated notice of filing sent by certified mail to parent/guardian of truant minor.
13. Prepare and file legal proceedings.
14. Represent MCSD for court hearings relative to truancy (juvenile and adult).
15. Monitor *Age and Schooling Certificate* compliance for minors of compulsory school age.

1. Identify youth who are at-risk of academic, behavioral /social failure.
2. Provide individualized and small-group activities to increase resiliency factors for youth.
3. Provide support services for families of at-risk youth.
4. Promote large group activities to increase school attachment, leadership skills and community involvement.
5. Act as resource to school administrators, guidance counselors, teachers, school nurses, and registrar(s) to address at-risk student concerns.
6. Conduct home visitations and prevention conferences to address barrier(s) to school success.
7. Link and refer families for needed/recommended community based services.

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