



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Coordinator, District Attendance
JOB CODE: New
CLASSIFICATION: Exempt
SALARY GRADE: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Student Services
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Assist District leadership in the development of a strategic plan that provides comprehensive oversight and management of all attendance processes for the District. Ensure compliance with State compulsory age attendance laws, and serve as the District liaison to schools. Provide leadership, develop programs and partnerships to address non-attendance and truancy in order to improve BCPS Student attendance rates.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Coordinator, District Attendance shall carry out the performance responsibilities listed below:

- Supervise staff as assigned in the performance of job duties.
- Interpret attendance laws and policies to remain compliant with state law and oversee the continuous upgrading and revision of School Board Policy 5.5: Attendance.
- Develop prevention and intervention strategies to improve attendance rates and decrease rates of chronic absenteeism across the District.
- Develop and implement processes designed to improve attendance-taking processes for schools. Continuously develop more effective attendance gathering processes.
- Work collaboratively with the Information Technology (IT) Department to develop on-line tools, streamline attendance taking and produce customized attendance reports.
- Collaborate with the Student Assessment and Research Department to provide information and data to assist schools with identifying attendance problems and developing targeted interventions.
- Serve as a liaison between the home, school and community regarding student attendance.
- Develop the annual District wide attendance campaign to ensure appropriate emphasis and attention is given to improving student attendance.
- Educate the public on the importance of consistent, daily attendance and its relationship to student academic achievement.
- Plan and convene an annual comprehensive attendance symposium to provide training and updates for all administrators, school social workers and school personnel.
- Chair the monthly District Attendance Committee and coordinate Annual Attendance Awards for students with the best attendance records.
- Provide ongoing support and consultation to all schools, (including charters and private schools), related to attendance issues.
- Develop communication aides, (e.g. letters, flyers etc.) to assist schools in promoting regular school attendance.
- Review and update the Attendance Procedural Manual annually, or as needed.
- Partner with schools to develop individualized attendance plans and performance goals, develop reports and other tools to assess effectiveness of attendance plans, providing feedback and assistance to revise and/or enhance plans where needed.
- Perform and promote all activities in compliance with the equal employment nondiscrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Perform other duties as assigned by the immediate supervisor, or designee.
- Follow federal and state laws, as well as School Board policies.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution in education, social work, guidance, psychology or a related field of study.
- A minimum five (5) years, within the last ten (10) years, of experience in an educational setting as a teacher, ESE specialist, guidance counselor, school social worker or similar position.
- Demonstrated knowledge of state and national initiatives to address non-attendance.
- Demonstrated knowledge of program planning and demonstrated ability to lead and positively influence others.
- Effective time-management skills, including demonstrated ability to adhere to deadlines.
- Effective verbal, written and interpersonal communication skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Prior experience addressing and improving attendance rates at the District or school level.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequently works with the Director of Student Services, School Social Work Services, other District departments, school personnel, community agencies, and students and families to ensure consistent practices and fidelity of implementation of the State guidelines governing compulsory age attendance laws; frequently collaborates with webmaster personnel in conjunction with sharing/updating current information, practices, and procedures via social media.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board policy.

Board Approved:

Board Adopted: