

SCHOOL DISTRICT OF FRANKLIN COUNTY
JOB DESCRIPTION

MCKINNEY-VENTO LIAISON - ATTENDANCE OFFICER

QUALIFICATIONS:

- 1) High School Diploma
- 2) Valid Florida Drivers License **with satisfactory driving history**
- 3) Computer proficiency
- 4) Prior experience preferred

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet with the public. Knowledge of basic office equipment. Knowledge of the techniques and procedures used in working with targeted student population. Willingness to transport students. Ability to relate and communicate effectively orally and in writing with students, teachers, and parents. Ability to maintain confidentiality. Ability to create attendance documents. Ability to use the district's computerized attendance system and student records system. (MIS/FOCUS) Ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, email, and database software. General working knowledge of School District. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Basic mathematical skills. Good organizational skills.

REPORTS TO: PRINCIPAL/SUPERINTENDENT

JOB GOAL:

To provide accurate and current student attendance data. To determine the cause and help resolve chronic absenteeism and to ensure student compliance with state and local school attendance laws and policies. To ensure any student who is experiencing homelessness is identified, enrolled in school, and helps them receive all eligible services to facilitate student academic success.

PERFORMANCE RESPONSIBILITIES:

- (1) Maintain knowledge of state, local, and school system guidelines on attendance.
- (2) Look for patterns that indicate a student may be at risk
- (3) Assist with implementing and monitoring strategies to support and improve regular school attendance such as incentives, monitoring and recognitions
- (4) Collaborate with school social workers to effectively support the implementation of intervention plans to support students.
- (5) Conduct student residency verification investigations

**APPROVED BY THE
FRANKLIN COUNTY
SCHOOL BOARD
ON 04/27/2023**

SCHOOL DISTRICT OF FRANKLIN COUNTY
JOB DESCRIPTION

MCKINNEY-VENTO LIAISON - ATTENDANCE OFFICER

- (6) Locate students that are habitually missing from school and determine the underlying cause of ongoing absences and assess barriers to attendance.
- (7) Conduct patrol and monitoring of area streets for students who fail to report to school and work with school officials and local law enforcement to insure the safe return of students to school or appropriate designation.
- (8) Return child to parent –Visit the home or place of residence of a student and any other place in which he/she is likely to find any student who is required to attend school when the student is not enrolled or is absent from school during school hours without an excuse, and, when the student is found, shall return the student to his or her parent or to the principal or teacher in charge of the school, or to the private tutor from whom absent, or to the juvenile assessment center or other location established by the district school board to receive students who are absent from school. Upon receipt of the student, the parent shall be immediately notified.
- (9) Monitor daily class attendance records to ensure attendance is taken timely and contact parents when students are identified for skipping class
- (10) Monitor and investigate absences, tardiness and non-enrollment in accordance with procedures established by the State Board, investigate cases of absences and non-enrollment from school of all children.
- (11) Maintain ongoing communication with parent/guardian to inform them of the student's absenteeism and provide resources to support positive school attendance
- (12) Monitor daily attendance, identify and ensure students who may be developing a pattern of nonattendance are referred to the school child study team for intervention services, schedule meetings with certain identified parents to discuss their child's attendance, assist in implementation of prevention and intervention strategies to address truancy and attendance issues as required for drivers' licenses and related requirements for habitual truants,
- (13) Refer nonattendance reports for habitual truancy cases to the superintendent who may file a truancy petition pursuant to s.984.151, F.S. If petitioned, send files to the school district attorney for court proceedings.
- (14) Attend court with the school board attorney as necessary to assist with presentation of evidence in any civil or criminal action.
- (15) Document all contact or attempts to contact the parent/guardian.
- (16) Give written notice, either in person or by registered mail, to the parent when no valid reason is found for a child's non-enrollment or absence from school requiring enrollment or attendance. Each notice/letter of nonattendance will be provided within 3 days from the date of relevant absence. If such notice and requirement should be ignored, report the case to the Principal, Superintendent and the school board attorney. The superintendent shall direct the

**APPROVED BY THE
FRANKLIN COUNTY
SCHOOL BOARD
ON 04/27/2023**

SCHOOL DISTRICT OF FRANKLIN COUNTY
JOB DESCRIPTION

MCKINNEY-VENTO LIAISON - ATTENDANCE OFFICER

- school board attorney to take such steps as are necessary to bring civil or criminal action against the parent, guardian, or other person having control.
- (17) Report suspected cases of parental abuse and neglect
 - (18) Report to the Division of Labor or the Department of Commerce or to any person acting in similar capacity who may be designated by laws to receive such notices, all violations of the Child Labor Law that may come to his/her knowledge.
 - (19) Right to inspect – this employee shall have the right of access to, and inspection of, establishments where minors may be employed or detained only for the purpose of ascertaining whether students of compulsory school age are actually employed there and are actually working there regularly. If unsatisfactory working conditions are discovered or violations of the Child Labor Law, report findings to the appropriate authority.
 - (20) Record of attendance (MIS/FOCUS) – this position shall keep an accurate daily record of all children returned to schools or homes, of all cases prosecuted, and of all other services performed. A written report of all such activities shall be filed in the office of the superintendent.
 - (21) Generate reports for student attendance for school administration
 - (22) Generate daily verification report comparing FOCUS and School Check-In
 - (23) Ensure McKinney Vento Awareness Training is conducted annually with faculty/staff which includes directions for facilitating participation of homeless students in educational field trips
 - (24) Provide electronic communication throughout the school year to ensure faculty awareness is maintained.
 - (25) Facilitate and monitor student enrollment for homelessness.
 - (26) Determine eligibility and provide access to services such as food and transportation. Includes working with parents and guardians and unaccompanied youth.
 - (27) Work with community partners.
 - (28) Maintain confidentiality
 - (29) Maintain files, records, and reports.

Inter / Intra-agency Communication and Delivery

- (30) Communicate effectively with the public, students, co-workers and administration.
- (31) Respond to inquiries and concerns in a timely manner.
- (32) Keep supervisor informed of potential problems or unusual events.
- (33) Perform any other related duties as may be assigned by the supervising principal and/or Superintendent. In case of emergencies, shall perform duties as assigned by the supervisor.

Employee Qualities / Responsibilities

SCHOOL DISTRICT OF FRANKLIN COUNTY
JOB DESCRIPTION

MCKINNEY-VENTO LIAISON - ATTENDANCE OFFICER

- (34) Demonstrate initiative in the performance of assigned responsibilities.
- (35) Model and maintain high ethical standards.
- (36) Follow attendance, punctuality and proper dress rules.
- (37) Maintain confidentiality regarding school system matters.
- (38) Maintain positive relationships with parents and staff.
- (39) Participate in workshops and training sessions as required.

System Support

- (40) Perform data entry tied to student funding.
- (41) Provide clerical service for others as directed by the supervisor.
- (42) Prepare all required reports and maintain all appropriate records.
- (43) Follow all School Board policies and school policies and procedures.
- (44) Exhibit the interpersonal skills necessary as an effective team member.
- (45) Demonstrate support for the School District and its goals and priorities.
- (46) Perform other duties as assigned by Supervisor and/or Superintendent.

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 (12 Month Personnel)

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 District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations

Supervisor's Signature

Employee's Signature

**APPROVED BY THE
FRANKLIN COUNTY
SCHOOL BOARD
ON 04/27/2023**

SCHOOL DISTRICT OF FRANKLIN COUNTY
JOB DESCRIPTION

MCKINNEY-VENTO LIAISON - ATTENDANCE OFFICER

Date

Date

April 27, 2023
FCSB Approval Date

**APPROVED BY THE
FRANKLIN COUNTY
SCHOOL BOARD
ON 04/27/2023**