

Committee Meeting Agenda/Minutes

Committee: BOE School Personnel Committee			
Location: Waterbury Arts Magnet School Media Center 16 South Elm Street	Date of Meeting: Thursday November 21, 2024	Start Time: 5:00 p.m.	Finish Time:

Team Norms:
1. All meetings will start on time 2. All team members will agree to stay on specific agenda topics 3. A specific agenda will be set for all meeting

Commissioners Present:	Staff Present:

AGENDA			MOTION
		Time Allotted	Motion by/seconded by Vote tally
1.	Job specification for the proposed new grant funded position of District Attendance Coordinator ~ G. Thazhampallath		
2.	Adjournment		

Additional notes/minutes:

Minutes prepared by:

To: Waterbury Board of Education

Re: Executive Summary for New Proposed District Attendance Coordinator Position

Date: November 4, 2024

The Academic Affairs Office kindly requests passage of the proposed Job Description for a new position titled **District Attendance Coordinator**. This new position will report to the Chief Academic Office and will provide the following service to the district:

- Coordinate and monitor all district CAT teams;
- Monitor and report school and district level attendance data;
- Collaborate with the Supervisor of Research, Development, and Student Testing to verify district attendance data and present attendance and truancy data to Senior cabinet, community partners, and building administrators;
- Collaborate with Assistant Superintendents and building administrators to set short term goals to work towards meeting average daily attendance and chronic absenteeism targets;
- Serve as the liaison between district, schools, and community partners and programs;
- Conducts and/or coordinates workshops in collaboration with parent liaisons, administrators and staff that are designed to increase student connection, attendance, and success.

This proposed grant position is vital as coordination of the district's efforts to reach at risk students based on chronic absenteeism is a priority. It is the district's hope to attract an individual to this role that would develop appropriate structures, forms and process to further the district's efforts. It is also the district's hope to attract an individual who would support deeper and further data analysis to the benefit of our front line staff, district leaders and ultimately our students.

The funding for this position is through the U.S. Department of Education CFCP (Congressionally Funded Community Projects Program) at \$85,000 for a period of one (1) year.

For these reasons we kindly request passage.

Waterbury Public Schools

JOB CLASSIFICATION DESCRIPTION

JOB CLASSIFICATION TITLE:

District Attendance Coordinator

BARGAINING UNIT CLASSIFICATION:

Non-Union

DEPARTMENT:

Teaching and Learning

REPORTS TO:

District Level Administrator

INCUMBENT NAME:

Grants

FLSA DESIGNATION:

Exempt; 12 months, 35 hours per week; \$55,000 annually. Note: This is a grant funded, non-Union position with benefits that exists as long as grant funds are available.

PART I - SUMMARY OF CLASSIFICATION

This class is accountable for providing support and oversight to CAT teams as well as to build the capacity of administrators and Chronic Absenteeism Teams in utilizing effective strategies and systems to decrease and monitor chronic absenteeism. This position advises building administrators on attendance and truancy matters. This position is also responsible for attendance data compilation and analysis and facilitating District compulsory attendance policy review and revision as necessary.

PART II - MINIMUM KNOWLEDGE, SKILLS AND ABILITIES**A. EDUCATION AND EXPERIENCE:****General Experience:**

1. Bachelor's Degree from an accredited college or university in social work, behavioral sciences, counseling, education or other related fields;
2. Two (2) years of professional experience performing similar functions and duties, preferably in a school or district setting.

B. CREDENTIALS:**C. LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

Incumbents in this class may be required to possess a current Connecticut Motor Vehicle Class D Operator License.

D. CONTINUING EDUCATION REQUIREMENTS:**E. KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of and respect for the diverse backgrounds (cultural, linguistic, environmental) of students and how these characteristics affect the student's life and learning;

- Knowledge of applicable local, state, and federal rules, regulations and laws;
- Knowledge of District and state attendance/truancy policies and laws;
- Knowledge of District and state reporting procedures and requirements specific to truancy;
- Knowledge of Positive Behavioral Interventions and Supports (PBIS) and Scientific Research Based Interventions (SRBI);
- Knowledge of relevant Board of Education policies and District administrative procedures;
- Critical thinking and problem solving skills;
- Excellent organizational and time management skills;
- Excellent verbal and written communication skills, including public speaking;
- Skill in interpersonal relations, especially regarding working as a member of a team;
- Ability to utilize relevant assessment tools, and integrate the results of the assessments into the District truancy plan;
- Ability to facilitate problem solving sessions between schools, families, courts and service agencies;
- Ability to mediate and resolve conflict;
- Ability to work with individuals from diverse backgrounds.

PART III - POSITION SUPERVISES:

1. May provide work direction to Prevention Specialists, Truancy Prevention Specialists, Attendance-Truancy Coordinators and Attendance Counselors.

PART IV - ESSENTIAL FUNCTIONS

The following identifies the primary and essential functions of the position and is not intended to be an exhaustive listing of all duties.

- Adheres to Board of Education policies and regulations, school regulations and procedures, and contractual obligations;
- Coordinate and monitor all district CAT teams
- Monitor and report school and district level attendance data
- Collaborate with the Supervisor of Research, Development, and Student Testing to verify district attendance data
- Collaborate with Assistant Superintendents and building administrators to set short term goals to work towards meeting average daily attendance and chronic absenteeism targets
- Serve as the liaison between district, schools, and community partners and programs.
- Assists parent liaisons in creating attendance campaigns for parents and families
- Develop community collaborations to create and support programs that support students and families
- Conducts and/or coordinates workshops in collaboration with parent liaisons, administrators and staff that are designed to increase student connection, attendance, and success.
- Works with the district communications staff to create and provide materials such as event calendars, brochures, educational resources and digital media
- Collaborates with parent liaisons and other departments to create opportunities for parents who have limited English proficiency or a disability to participate in attendance initiatives and workshops
- Provides data reports and technical assistance relating to attendance as needed for central office, school building, or specific programs.
- Keeps excellent records and is able to present attendance and truancy data to Senior cabinet, community partners, and building administrators.
- Attend relevant school meetings, as well as any other meetings associated with this role.

- Confers regularly with the District level administrators, and Principals regarding student attendance matters;
- Coordinates and facilitates District attendance conferences with administrators, teachers, parents and students;
- Keeps current on state/federal mandates regarding student attendance;
- Performs related duties as required.

PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception		X		
Standing		X			Color Distinction		X		
Walking		X			Peripheral Vision		X		
Sitting			X		Driving		X		
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)		X		
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions				
Kneeling		X			Cold (50 degrees F or less)	X			
Crouching		X			Heat (90 degrees F or more)	X			
Crawling		X			Temperature Changes	X			
Reaching		X			Wetness	X			
Handling		X			Humidity	X			
Grasping		X			Extreme Noise or Vibration	X			
Twisting		X			Exposure to Chemicals	X			
Feeling		X			Exposure to Gases and Fumes	X			
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids	X			
Repetitive Motion		X			Exposure to dampness	X			
Hand/Eye/Foot Coordination		X			Confinement to Small or Restricting Area	X			
Visual Acuity/Near			X		Mechanical Hazards	X			
Visual Acuity/Far			X		Physical danger or abuse		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

Waterbury Public Schools is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the District when necessary.

Prepared on: September 2024