



Job Title: Attendance Interventionist

Supervisor: Coordinator of Attendance

Terms of Employment: 220 Days

Job Summary:

The attendance interventionist will work with District attendance staff, outside agencies, schools, families, and children to improve school attendance.

Essential Duties:

1. Work with families and children to improve school attendance and deter truancy by assessing family issues, determining deterrents and values, developing plans to change priorities, and resolving acute dysfunction in order to provide on-going programs, support and maintenance to accomplish the ultimate goal of achieving academic success.
2. Develop and manage Attendance Intervention Plans for student who exhibit poor attendance as a symptom of other problems. This assistance will primarily involve those families who have difficulty or refuse to attend school for an intervention conference, etc. This will include referrals to outside agencies, communicate with schools (Data Quality Clerks, Attendance Clerks, Assistant Principals, Guidance Counselors, Home visits, and many times involves adversarial students must be handled in a professional, appropriate manner while maintaining safety.
3. Prevents dropouts by researching and connecting children with available resources and options to successfully complete a diploma or GED program.
4. Incorporate plans for behavior improvement along with attendance intervention.
5. Coordinate schedules of parents, school, and agencies in a manner that is amendable to all participants so that truancy is curtailed, family difficulties are addressed, and school attendance and discipline are improved.
6. Assist coordinator, solicitor, families, and attorneys with court cases to included proper documentation, testimony, and recommendations to judicial staff including judges. This includes educating families and delicately assisting them through a process that is often viewed as threatening.
7. Identify and facilitate services and programs to assist with family needs by working closely with outside agencies such as DJJ, DSS, law enforcement, food banks, faith communities, housing authorities, mentors, recreation departments, Waccamaw Mental Health, Shoreline Behavioral Center, etc.

Other Duties:

Perform other tasks and responsibilities as assigned by the supervisor.

Job Specifications:



Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

- Bachelor's Degree or Associates degree with 5 years or more experience with at-risk juveniles, court process, or social work
- Bi-lingual speaking (preferred)
- Strong writing and verbal communication skills
- Proficient in Microsoft Office and the ability to learn new technology
- Experience working with families in crisis including appropriate interaction dealing with adverse situations
- Ability to assess volatile situations

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 102



Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

Revised 10-22-2025