

**Cabell County Schools**  
**Job Description**

**Position:** Attendance Specialist – Multi-Schools

**Supervisor:** Director of Student Support Services

**Salary:** As per Cabell County pay schedule

**Length of Employment:** 200 Days

**QUALIFICATIONS:**

1. Bachelor's Degree in Education, Counseling, or Social Work
2. Hold or be willing to obtain a Professional Student Support Certificate in Social Service and Attendance
3. Preference for additional certifications, endorsements and/or three (3) or more years experience in two or more of the following areas: Counseling or Social Work; Identification of at-risk students, Positive relationships with community resource agencies (i.e. Department of Health and Human Services, mental health agencies).
4. Documentation must be evidenced of successful work experience related to student support services. (Early Identification and monitoring of at-risk students, truancy prevention activities, home visits, student advocacy, including knowledge and assistance in attaining needed community services)
5. Documentation of successful work experience or formal training in at least three of the following areas: attendance interventions, early intervention and dropout prevention, crisis intervention, program development for at-risk students, effective working relationships with parents and community agencies, identification and intervention for homeless students.
6. Staff relations, including, but not limited to, the development and use of skills necessary in maintaining a positive relationship with school staff through courtesy and mutual respect.
7. School Community Liaison qualities, including, but not limited to, the ability to communicate effectively, work effectively with community agencies to build relationships with students and schools.
8. Administrative skills, including, but not limited to, have the ability to work independently in an efficient manner, have effective organizational and management skills, understand and communicate county and state policy.
9. Demonstrate the ability to handle confidential matters, set priorities, and work well under pressure with attention to detail.
10. Demonstrate a customer service attitude with an ability to work with administrators, parents, and students in difficult situations.
11. Be a role model and lead by example for at-risk students and families.

12. Demonstrate appropriate skills needed to perform required and assigned duties.

### **RESPONSIBILITIES:**

1. Promote regular school attendance and provide truancy prevention activities that support regular school attendance and detour needed intervention for unexcused absences.
2. Will visit each designated school a minimum two (2) times each month, with documentation of each visit, signed by the school principal. Documentation is sent to Student Support Services Office with the monthly report.
3. Will identify, monitor, and mentor at least two (2) at-risk students at each of his/her designated schools. Will meet with identified students a minimum of two (2) times during each grading period, documenting visit.
4. Conduct address verification visits as requested by the school or Central Office administration.
5. Investigate and follow through with attendance issues reported to you by school staff.
6. Conduct home and other off-site visits relating to student attendance, social services, family support, and personal needs, providing families with resources in truancy prevention and well-being. Each home visit will be documented on WVEIS.
7. Act as an **Advocate** for students and parents between the school and judicial system.
8. Attend parent conferences, team meetings, SAT meetings, and other meetings relating to school attendance or non-school attendance, if requested by parent, student, or school staff.
9. Interpret and follow all state, county, and school laws and policies related to attendance.
10. Assist in the identification and referral of at-risk students. Participate in Prediversion meetings and Student Assistance Team, (SAT) meetings providing information and activities dealing with student services.
11. Make timely and appropriate referrals to the judicial system for students with excessive absences.
12. Represent school system with court referrals and proceedings.
13. Will participate in community agency and/or school system meetings dealing with student support issues, including dropout prevention and truancy.
14. Coordinate with Guidance Counselors, and other direct service providers for the purpose of connecting targeted students with prevention services.
15. Act as a homeless liaison between the designated schools and the Student Support Services Office.
16. Each attendance specialist will be delegated as a school system representative to attend meetings related to student support services.
17. Perform other duties relating to attendance/dropout prevention assigned by the Student Support Services Director.