

**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**  
 August 2022

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Office Specialist Class III - Secondary Attendance Liaison	<b>Department:</b> Instructional Services – MTSS
<b>Immediate Supervisor’s Position Title:</b> Carrie Duba, MTSS Coordinator and Director of Instructional Services	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> B – 2 - 4	<b>Bargaining Unit:</b> Office Employee Association
<b>Job Summary:</b> The attendance liaison will be responsible for using evidence-based strategies to help improve attendance for students at risk of being chronically absent.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> The attendance liaison will work with school attendance teams to monitor the daily attendance of secondary students.
<b>Percent of Time:</b>	30%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Implement strategies to improve attendance, including sending letters to families, developing and implementing attendance contracts, and home visits, among others.
<b>Percent of Time:</b>	65%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as assigned.
<b>Percent of Time:</b>	5%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT:</b> Minimum education required to perform adequately in position could reasonably be attained only by completing the following:
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<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma		
X	High school diploma or GED.	<b>Major field of study or degree emphasis:</b>	
	1 year college		2 years college
	3 years college		4 years college
	1st year graduate level	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
	2nd year graduate level	<ul style="list-style-type: none"> <li>• Phone etiquette and proficiency with family interaction.</li> <li>• Knowledge of general office procedures and practices.</li> <li>• Knowledge and skilled in office etiquette and customer service procedures and routines.</li> <li>• Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.</li> <li>• Fundamentals of computer operation and use.</li> <li>• Familiarity with general office productivity software (i.e. word processing, spreadsheet, presentational software, email programs, etc.)</li> <li>• District policies and procedures.</li> <li>• General office equipment, e.g., copiers, facsimiles and phones.</li> </ul>	
	Doctorate level		

**Required Work Experience in Addition to Formal Education/Training:** Prior experience working with students and/or families in an educational setting.

**Required Supervisory Experience:**

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b>
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<ul style="list-style-type: none"> <li>• Self-starter with organizational skills who is comfortable interacting with students and families.</li> <li>• Applying and using word processing applications, spreadsheet applications and database applications.</li> <li>• Applying and using Google documents to create, share and edit files.</li> <li>• Applying department and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility.</li> <li>• Organizing, planning and making arrangements for conferences, conferences, and family meetings.</li> <li>• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.</li> <li>• Implementing and maintaining departmental records, files, or lists.</li> <li>• Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, judgment and discretion in provide and dealing with the staff, public and district personnel.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Prioritizing job assignments and performing work assignments requiring attention to detail, precision and accuracy.</li> <li>• Applying specialized district software applications used in the maintenance of department/building files and records.</li> </ul>
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**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

Titles of Positions Directly Supervised		# of Employees
<b>TOTAL</b>		

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds	X			

up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
Signature – Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Human Resources

\_\_\_\_\_  
Date

**Classification History:**