

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS
August 2024

SECTION I: GENERAL INFORMATION

Position Title: Secondary Attendance and Family Support Liaison	Department: Instructional Services
Immediate Supervisor's Position Title: Director of Instructional Services	FLSA Status: Non-Exempt
Band/Grade/Subgrade: C-4-4	Bargaining Unit: Community Services Coordinators
Job Summary: The Secondary Attendance and Family Liaison uses evidence-based strategies to help improve attendance for students at risk of being chronically absent. The Liaison also provides direct and indirect services to students and families experiencing social, emotional and/or behavioral problems that interfere with their school attendance in school and facilitates communication among school, home and community providers.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Implement strategies to improve attendance, including sending letters to families, developing and implementing attendance contracts, and home visits, among others.
Percent of Time:	65%	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	2	Statement of duty/responsibility: Provides direct and indirect services to students and families who are at-risk for chronic absence.
Percent of Time:	15%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Acts as a liaison between the home, school and community providers to access, mobilize and coordinate services. • Provides information to students and parents about services available within the community. • Makes referrals to community providers, as appropriate. 		

Duty/Responsibility No:	3	Statement of duty/responsibility: The attendance liaison will work with school attendance teams to monitor the daily attendance of secondary students.
Percent of Time:	15%	
Tasks involved in fulfilling above duty/responsibility:		

- Attends training sessions, conferences, seminars, department and district meetings.
- Serves on District committees, task forces, work groups, etc., as requested.

Duty/Responsibility No:	4	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:	5%	
Tasks involved in fulfilling above duty/responsibility:		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)			
less than high school diploma				B.A. or B.S.			
High school diploma or GED.				Major field of study or degree emphasis: Social Work, Counseling, Family Services or Psychology			
1 year college		2 years college					
3 years college		X 4 years college					
1st year graduate level				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Working knowledge of best practices strategies for improving school attendance. • Current knowledge of the community resources and support systems available to assist students and their families. • Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student concerns and problems. • Ability to communicate ideas clearly and concisely, both verbally and in writing. • Ability to consult with school personnel in developing and implementing effective social and behavioral interventions for students. • Ability to travel between and among school sites throughout the district and to students' homes, as necessary. • Ability to be flexible and prioritize activities. • Self-starter with organizational skills who is comfortable interacting with students and families. 			
2nd year graduate level							
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:							
LICENSE/		Identify licenses/certification required upon hiring:					

CERTIFICATION	
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS			
	Titles of Positions Directly Supervised		# of Employees
TOTAL			

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <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			
	X			

up to 75 pounds				
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:

Created August 2024