

## Job Description

**Job Title:** Attendance Specialist

**Supervisor:** Executive Director, Student Advancement

**Pay Grade:** 37

**Job Classification:** Exempt

**Contract Length:** 245 Days

### **Job Summary**

Position monitors school attendance and works with school administrators, students, parents, and the school support teams with a focus on keeping students in school, improving student and school attendance rates and educating staff and families. Position will provide individual, group and family counseling services; coordinate activities with administration to implement programs and District policies and objectives; assist the community and communicate with schools and community groups. Work with the community to develop partnerships to support students and families to improve school attachment and attendance.

### **Essential Duties**

1. Supports district and school wide approach to promoting importance of regular student attendance through implementation of appropriate strategies.
2. Analyzes and provides data to teachers, families and students regarding attendance.
3. Assist Attendance Panel Teams by providing methods of identification of chronic absenteeism, strategies to implement, and communication feedback loop to teachers
4. Collaborate with school based attendance team and community partners to create programs that promote and reinforce consistent attendance with students, families, teachers, and administrators.
5. Stay abreast of laws and guidelines regarding attendance and chronic absenteeism.
6. Collects data to analyze and develop recommendations for program improvement.
7. Train school social workers, teachers and other school staff in chronic absenteeism and attendance related matters
8. Conducts home visits with parents and students to follow up on chronically absent students and gain parental support in students' educational, behavioral and social development.
9. Create and provide intervention programs for the purpose of redirecting students towards consistent school attendance.
10. Provide recommendations to school leadership regarding appropriate interventions to ensure proper school attendance and prevent school "drop-out" in conjunction with established school and community programs
11. Establish and lead evening group counseling and instructional family programs; provide instructional and individual, group and family counseling during the school day; coordinate the appropriate personnel and schedule social service counseling.
12. Establish and maintain good cross-component relationships and develop supportive relationships with students and their families.
13. Provide therapeutic services to individual students, groups of students, and families when students show high levels of "at risk" symptoms for school failure, including discipline and adjustment problems.
14. Model nondiscriminatory practices in all of their activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties:**

1. Keep abreast of developments and research in the field of social work and chronic absenteeism.
2. Perform any other related duties as assigned by the Supervisor of Student Advancement or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable

accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Bachelor's degree in counseling, social work, psychology, education or a related field and some experience in providing services to school aged children and/or families, or any combination of education and experience that would provide the requisite knowledge, skills and ability. Must possess valid Virginia Driver's license. Bilingual in English/Spanish preferred. Must possess the ability to establish and maintain effective working relationships with parents, students, teachers, administrators, and community based-organizations. Must possess the ability to read and prepare correspondence, reports, forms, research papers, etc., using prescribed formats and conforming to rules of punctuation, grammar and style. Position requires the ability to record and deliver information, explain procedures, and communicate effectively, both verbally and in writing. Position works cooperatively as an interdisciplinary team member to provide services and to devise an appropriate service plan for referred students and their families.

**Working Conditions & 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. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, and reach overhead.

**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. Duties are normally performed in an office and school environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Executive Director of Student Advancement

*This job description in no way states or implies that these are the only duties to be performed by this employee. The essential duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Attendance Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director or any other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 07/2025