



Colcord Public Schools

School Attendance/Involvement & Engagement Specialist Job Description

Colcord Public Schools is committed to serving the academic, social, emotional, and mental health needs of all students, particularly those disproportionately impacted by the COVID-19 pandemic, including students from low-income families, students of color, English Learners (ELs), children with disabilities, students experiencing homelessness, and children in foster care.

JOB TITLE:

School Attendance/Involvement & Engagement Specialist

JOB DESCRIPTION:

The School Attendance/Involvement & Engagement Specialist is responsible for serving the academic, social, emotional, and mental health needs of all students, particularly those disproportionately impacted by the COVID-19 pandemic, including students from low-income families, students of color, English Learners (ELs), children with disabilities, students experiencing homelessness, and children in foster care. The need for this position is a direct response to the COVID-19 pandemic. The focus of this position will be improving student attendance and engaging/involving parents and families, particularly those disproportionately impacted by the COVID-19 pandemic.

Duties include, but are not limited to, the following:

- Tracking student attendance utilizing the distinct students information system (SIS), Wen-GAGE.
- Student data entry.
- Contacting parents/guardians.
- Utilizing technology as a communication tool.
- Working with the School Resource Officer (SRO) and building principals regarding truancy issues.
- Working with the district Special Education Director.
- Organizing and implementing involvement and engagement activities.
- Other secretarial duties.
- Additional duties will be assigned by the supervisor.

The performance of the School Attendance/Involvement & Engagement Specialist will be evaluated by the district Special Education Director annually.

QUALIFICATIONS:

- High school diploma or GED
- Advanced Computer/Technology Skills preferred
- Google Documents/Spreadsheets knowledge preferred

This position will be funded through the district's ARP/ESSER III allocation.