

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

STUDENT ATTENDANCE ADVOCATE

QUALIFICATIONS:

- High School diploma/equivalent
- Demonstrated aptitude or competence for assigned responsibilities
- Demonstrates the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary
- Must be able to interact positively with students, staff and members of the community
- Must be able to take direction and work as part of a team
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal

SUPERVISES: N/A

JOB GOAL: N/A

PERFORMANCE RESPONSIBILITIES:

1. Monitor student daily and class attendance.
2. Meet with identified students individually and serve as an advocate to provide support and interventions to meet academic, personal and emotional needs.
3. Communicate with parents/guardians regarding attendance concerns.
4. Conduct home visits and attend truancy court, as necessary.
5. Collaborate with building level administration to brainstorm support and interventions for identified students.
6. Perform all other duties as directed by the Principal or their designee, which shall fall within the scope of his/her employment.

TERMS OF EMPLOYMENT: This is a ten month position. Salary, holidays and benefits are to be negotiated annually with the Board of Education.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

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Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: