



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Attendance Monitor
Payroll/Personnel Type:	10 Month
Reports to:	Principal
Shift Length:	7 Hours a Day
Union Eligibility:	Eligible

Position Summary:

This position will responsible for the work around monitoring attendance, maintaining documentation, identify at-risk students, and communicating with principal/parents.

Essential Functions:

- Work with volunteer group to establish a team environment
- Volunteer Services Coordinator to align school attendance efforts for identified schools
- Obtain and review attendance data on a daily basis
- Develop schedules and assignments for parent volunteers
- Create data displays indicating volunteer efforts and progress in improving attendance
- Work collaboratively with Volunteer Services Coordinator team to identify appropriate community resource information for volunteers to share with parents of students with chronic attendance issues
- Create individual attendance plans for students whose attendance falls below the attendance target
- Build relationships with families through home visits and communication
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of volunteer programming
- Knowledge of St Louis Community resources to assist parents Knowledge of school and neighborhood areas and cultures
- Commitment to serving parents and schools
- Ability to establish trusting relationships with volunteers, parents and staff
- Knowledge of various cultures' values, behaviors, beliefs and traditions
- Effective written and oral communication and presentation skills
- Demonstrate initiative and problem-solving capabilities
- Knowledge of Microsoft Office including Word, Excel and Publisher and online platforms such as Google
- Ability to create charts and graphs using Excel

Experience:

- Working with volunteers
- working with culturally, diverse parents and families in an urban educational setting
- Serving in a positive, collaborative team environment
- Serving effectively in a collaborative team setting

Education:



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- Minimum of 60 college hours or Para-Pro certification (required)
- Bachelors' or higher degree in Education or a behavioral science such as psychology or social work (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must possess a valid Driver's license
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources		_____ Date	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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