



PARENT/GUARDIAN LIAISON - ATTENDANCE

SUMMARY/SCOPE/GOAL

Provide school assistance for the multi-tiered system of supports to improve student attendance and engagement. Provide resources for parents and students in the community and at school to improve attendance.

QUALIFICATIONS

PARENT/GUARDIAN LIAISON I:

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High school diploma or equivalent.
- Minimum of 60 semester hours from an accredited educational institution with at least 30 semester hours in general education core curriculum and/or child development and education or successful completion of the ParaPro Test with a score of 464 or higher.

PREFERRED/DESIRED:

- Spanish-speaking preferred.
- Bilingual preferred

PARENT/GUARDIAN LIAISON II:

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- AA/AS degree

PREFERRED/DESIRED:

- Spanish-speaking preferred.
- Bilingual preferred

PARENT/GUARDIAN LIAISON I & II:

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Valid State Driver License.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Collaborate with teachers, administration, the community, and families.

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2. Attend workshops and in-services, as appropriate, to maintain current knowledge of attendance resources and strategies.
3. Assist in the development, maintenance, and distribution of attendance materials.
4. Act as liaison between families and the school, as needed.
5. Conduct root-cause interviews with families to determine barriers to positive school attendance.
6. Participate in school-based multi-tiered system of supports process for attendance.
7. Manage student attendance, monitor progress, and document interventions.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

The ability to work effectively with teachers, administrators, families, and students. The ability to communicate effectively with parents/guardians about attendance.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

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POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Student Services	DEPARTMENT:	Varies
TITLE CODE:	L4302/03/04	CONTENT BY:	Dr. Jayna Jenkins; Director Student Services
GRADE:	18, 19	COMPENSATION:	Human Resources
UNIT:	1010 CORE	LABOR RELATIONS:	Karyle Green, EdD
LAST BOARD APVD:	tbd	CLASSIFICATION:	Beth Thedy, EdD

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	6/22/2021	Developed	Dr. Jayna Jenkins; Director Student Services

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.