

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

ATTENDANCE LIAISON

Minimum Qualifications:

- Bachelor's Degree is required
- Valid Ohio Department of Education license appropriate for position
- Adheres to all standards established by the Ohio Department of Education for licensed educators
- Experience working in a learning and/or safety environment is preferred
- Able to work effectively with others
- Able to communicate ideas and directives clearly and effectively both orally and in writing
- Strong organizational, planning and problem-solving skills
- Documentation of a clear criminal record in compliance with State statute
- Complies with drug-free workplace rules and Board policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisites and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: Associate Director of Student Services

Job Objectives:

The attendance liaison will provide direct liaison services between local agencies, the juvenile court, and children/adolescents and their families who come to the attention of the school and /or court due to habitual attendance concerns. The attendance liaison is responsible for providing mental health referrals, agency referrals, evidence-based attendance interventions, and assisting in the progress monitoring of school-based attendance plans. As needed, the attendance liaison will provide direct facilitation of attendance planning meetings, attend court hearings and proceed with court filings. The attendance liaison position will be a member of the Center for Student Services staff.

Responsibilities and Essential Functions:

“The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.”

- Works closely with ESC of Central Ohio’s member districts for all student attendance challenges
- Assists schools in monitoring and reviewing school attendance records to ensure state compliance expectations are met
- Coordinates with building principals, teachers and support staff to monitor individual student’s attendance and to obtain data for the creation and accurate completion of the progressive truancy intervention plan
- Communicates with students to assist in the development of student growth by providing mentorship, understanding, and guidance to increase student’s education achievements, attendance, and/or behavior
- Participates in truancy hearings or other judicial proceedings, as needed, to present factual supporting documentation and/or findings of chronically absent students
- Collects and maintains information concerning absenteeism, dropouts, and other attendance-related problems, as may be required by law
- Provides assistance to juvenile courts by making recommendations to the juvenile judge and juvenile probation officers relative to needed services
- Cooperates with all courts of competent jurisdiction
- Collaborates with school staff in addition to organizations affiliated with families for attendance developments and provisions of support and services
- Completes documentation in an efficient and timely manner (daily basis) to include progress monitoring, mental health consultations, crisis intervention, referrals, data collection, progress, and follow up per ESC and member district policies
- Submits timely and accurate documents
- Protects confidentiality of records and information gained as part of exercising professional duties, uses discretion in in sharing such information within legal limitations and adheres to all ESC, State, and local district policies and regulations ensuring compliance
- Performs administrative duties as required
- Participates in required professional development
- Performs other specific job-related duties as directed by Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee's responsibly to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

August 2022