

Rogue River School District #35 – Job Description

JOB TITLE/ASSIGNMENT

EMPLOYER: Rogue River School District No. 35

Board Approval: December 14, 2021

JOB TITLE: Attendance Liaison/Campus Monitor

FLSA STATUS: Non-Exempt

REPORTS TO: Principal/Supervisor

OVERVIEW OF THE POSITION

The Attendance Liaison/Campus Monitor will work under administrative supervision, serving as a liaison between school, parents, community agencies, police authorities and the court relating to student attendance issues. This position will also perform routine campus monitoring and other tasks as related to the orderly functioning of school and student activities, handling truancy issues with students, and assisting administration in maintaining a safe and orderly campus.

RESPONSIBILITIES/DUTIES

1. ESSENTIAL FUNCTIONS:

- a. Maintains and keeps safe school environments for both students and staff.
- b. Be visible around district campuses for monitoring and intervention of attendance needs.
- c. Make home visits to discuss attendance issues with parents or guardians and students.
- d. Provide referral-driven and strengths-based intervention services to children and families where irregular attendance is an issue.
- e. Based on Oregon Attendance Laws, use necessary interventions in relation to referred students where truancy is an issue
- f. Provide early intervention services with referred students who are beginning to demonstrate irregular attendance.
- g. Research resource materials and best practices for school staff on effective policies, procedures and programs in relation to encouraging regular attendance of all students.
- h. Participate in school/community collaborative efforts to improve services and support to students with attendance problems.
- i. Issue citations, prepare factual court reports and attend school conferences and court hearings as requested.
- j. Provides pro-active service to students and families to deal with chronic school attendance.
- k. Serve as a liaison between school, parents, community agencies, police authorities and the court on individual cases that reach community level interventions.
- l. Assume responsibility for preparation of reports, letters, data collection and service outcome data as assigned.
- m. Collaborate and communicate with administration on campus attendance issues.
- n. Assists students to get to class promptly; patrols campus and monitors and assists with student conduct in halls and other areas of district schools.
- o. Checks and verifies addresses of students for district residency requirements.
- p. Responsible to support administration in the implementation and monitoring of student behaviors on campus.

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- q. Maintains satisfactory attendance and punctuality.
- r. Ability to work cooperatively with staff, students and the public.
- s. Strong work ethic.
- t. Complies with local district, state, and federal laws, policies and procedures.
- u. Effective communication, organization and computer skills.

COMMUNICATION: Communication interventions, proactive communication efforts, notification requirements, investigation and inquiry strategies with students, parents, staff, community, police and other agencies or needed contacts.

- Ongoing communication with supervisor(s) and/or people who have a “need to know.”
- Written documentation, report writing, required forms and other written expectations as required by the job.

OTHER DUTIES

- a. **The Attendance Liaison/Campus Monitor must maintain and protect the confidentiality of students and families in accordance with FERPA and protect the rights of students to due process, dignity, privacy, and respect.**
- b. **This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District’s goals.**

EDUCATIONAL/VOCATIONAL PREPARATION

- a. High school diploma or equivalent.
- b. Must hold a valid First Aid card and CPR Certification.
- c. Must have knowledge of policies and practices of agencies serving youth including school, police, juvenile court, C.D.S., CPS, etc.
- d. Experience with youth and demonstrates ability to supervise youth.
- e. Experience working in education, juvenile justice, correctional, security, social service and/or related fields is preferred.
- f. Effective communication, collaboration, relational, and problem solving skills in working with youth and community agencies.
- g. Thorough understanding of Oregon’s attendance laws and best practices for encouraging regular school attendance.

PHYSICAL DEMANDS

ENDURANCE-OVERALL STRENGTH: Medium Work

Exerts force and/or lifts or carries objects weighing 20 to 50 pounds occasionally, 10 to 25 pounds frequently, and/or greater than negligible amounts up to 10 pounds constantly.

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STANDING: Constantly (2/3 or more of the time)

Remain on feet in an upright position at a workstation or moving about from station to station.

WALKING: Constantly (2/3 or more of the time)

Move about on foot.

SITTING: Constantly- (2/3 or more of the time)

Remain in a seated position.

LIFTING/CARRYING: Frequently (up to 2/3 of the time)

Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.

PUSHING/PULLING: Periodic - Does not occur on every shift

Push by exerting force on an object so that it moves away from the force or worker and/or pull by exerting force on an object so that it moves toward the force or worker.

BENDING/STOOPING: Occasionally (up to 1/2 of the time)

Stoop by bending the body downward or forward by flexing the spine at the waist, and/ or bend by extending the spine backward or from side to side.

REACHING: Frequently (1/3 to 2/3 of the time)

Extend the hands and arms in any direction.

HANDLING: Constantly (2/3 or more of the time)

Seize, hold, grasp, turn, or otherwise work with the hand or hands.

ROTATION: Constantly (2/3 or more of the time)

Twist and turn the spine or a ball and socket joint such as the shoulder or hip.

TALKING: Constantly (2/3 or more of the time)

Express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.

HEARING: Constantly (2/3 or more of the time)

Perceive the nature of sounds by the ear.

SEEING: Constantly (2/3 or more of the time)

Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects.

SPECIALIZED DEMANDS

DRIVING: Periodic - Does not occur on every shift

A current, valid, and properly classed driver's license is required; driving record must, for a period of three years immediately preceding employment or any date during employment thereafter, be free of any violation for: 1) reckless driving, 2)hit and run, 3) driving under the influence of alcohol or drugs, or

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4) more than one moving violation of any other type. Operate motor vehicle, as in a car, van, or truck in the course of one's employment.

VIDEO DISPLAY TERMINALS: Constantly

Read or obtain information from a monochrome or color video display terminal (computer monitors, cash register terminals, gauges, etc.).

KEYBOARDS: Constantly

Enter data on keyboards (computer, ten key, or customized key pads). Keyboards may include keys that have an identical image to the key punched (as in ordinary alpha/numeric personal computer keyboards), or may utilize various symbols to relate or describe items entered.

ENVIRONMENTAL CONDITIONS

LOCATION: Inside

Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes.

NOISE/VIBRATION: Constantly (2/3 or more of the time)

Endure sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.

LEARNING DEVELOPMENT DEMANDS

REASONING: Intermediate

Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

MATHEMATICAL: Basic

Add, subtract, multiply, and divide all units of measure. Perform the four operations with common and like decimal fractions. Compute ratio, rate, and percent; draw and interpret bar graphs. Perform arithmetic operations involving monetary units.

READING: General

Read a variety of materials such as novels, magazines, atlases, encyclopedias, safety rules, instructions in the use and maintenance of shop tools and equipment, and methods and procedures in mechanical drawing and layout work.

WRITING: Intermediate

Prepare business letters, expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

SPEAKING: General

Speak before groups with poise, voice control, and confidence, using correct English and well-modulated voice.

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TEMPERAMENT REQUIREMENTS

REPETITION

Perform a few routine and uninvolved tasks repeatedly according to set procedures, sequence, or pace with little opportunity for diversion or interruption. Interaction with people is included when it is routine, continual, or prescribed.

VARIATION

Make frequent changes of tasks involving different aptitudes, technologies, techniques, procedures, working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.

PRECISION

Adhere to and achieve exact levels of performance, using precision measuring instruments, tools, and machines to attain precise dimensions; preparing exact verbal and numerical records; and comply with precise instruments and specifications for materials, methods, procedures, and techniques to attain specified standards.

RELATIONSHIP REQUIREMENTS

PEOPLE: Serving

Attend to the needs or requests of people or the expressed or implicit wishes of people; immediate response is involved. Must be able to establish and maintain harmonious working relationships with fellow employees and the public.

OTHER REQUIREMENTS

THINGS (EQUIPMENT/MACHINERY): Operating-Controlling

Start, stop, control, and adjust the progress of machines or equipment. Operating machines involves setting up and adjusting the machine or materials as the work progresses. Controlling involves observing gauges, dials, etc., and other devices to regulate factors such as pressure, flow, and speed.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s). The Rogue River School District #35 will provide reasonable accommodations upon request and as required in accordance with the Americans with Disabilities Act of 1990.

SIGNATURE

DATE