Job Title: Families in Transition Attendance Support Paraprofessional

Position Type: Temporary Part-Time (Through end of 2026–2027 School Year)

Hours: 20 hours per week | Approx. 7:45 AM – 11:45 AM, Monday–Friday (Flexibility available as coordinated with supervisor)

Reports To: FIT Coordinator

Location: Lincoln Park School

Wage Scale: Paraprofessional Appendix Pay Group C

Position Summary

- The FIT Attendance Support Paraprofessional plays a key role in improving student attendance, reducing chronic absenteeism, and promoting overall student success. This position works closely with families, school leadership, and community partners to verify daily attendance, identify root causes of absence, and provide direct interventions or transportation solutions to ensure students arrive at school safely and consistently.

Key Responsibilities & Essential Functions

- **Daily Attendance Verification & Outreach:**
  - Monitor and verify student attendance on a daily basis.
  - Conduct timely phone outreach to parents and caregivers of absent students to confirm safety and determine if absences are excused.
- **Transportation & Barrier Reduction:**
  - Problem-solve barriers preventing regular school attendance alongside families and students.
  - Coordinate with the district transportation department or directly arrange/provide transportation support when district options are unavailable.
  - Utilize FIT (Families in Transition) resources and community partners to address attendance challenges.
- **Intervention & Student Support:**
  - Conduct weekly "Check & Connect" mentoring meetings with assigned students to build strong relationships and monitor attendance progress.
  - Participate actively in school Attendance Team meetings to plan and implement targeted attendance interventions.
- **Collaboration & Meetings:**
  - Attend monthly FIT team meetings to coordinate student and family support services.

    - Attend monthly community partner meetings to leverage local resources.
- **Data & Progress Tracking:**
    - Maintain accurate data records and logs tracking student attendance outreach, intervention efforts, and outcomes.

Qualifications & Requirements

- **Education & Experience:**
    - High School Diploma or equivalent required (Associate Degree or completion of Paraprofessional Certification preferred).
    - Prior experience working with K-12 students, families, or community support programs preferred.
- **Licensure & Transportation:**
    - Valid Driver's License and clean driving record required.
- **Skills & Abilities:**
    - Strong interpersonal communication and active listening skills with diverse families and cultures.
    - Ability to handle sensitive family situations with empathy, confidentiality, and professionalism.
    - Basic computer proficiency for attendance tracking and logging intervention notes.
    - Strong problem-solving skills and initiative.