

March 11, 2022

## Attendance Interventionist

**Milwood Magnet: Center for Math, Science and Technology  
Supervisory/Technical, Grade 7, 191 days (\$26,177- \$30,675)  
10 Month, Full-Time**

### Scope of Responsibilities

Monitor and coordinate efforts with school personnel to improve attendance of students and school environment. Work effectively with parents to keep them informed of their child's attendance.

### Performance Responsibilities

1. Identify student with attendance issues that are interfering with academic progress.
2. Develop and implement plans for monitoring and improving attendance.
3. Inform parents of their students' attendance by making daily contact.
4. Work with building staff and community agencies to improve students' attendance
5. Maintain accurate records of all contacts and interventions with students
6. Assist with various school duties and the direction of the principal (i.e., supervise groups of students, and assist with student activities).
7. Perform other duties as assigned.

### Minimum Qualifications

1. Minimum three years of successful experience working with children and families in an urban educational setting and diverse/multi-cultural setting.
2. Training and background in a human service field.
3. Knowledge and experience with community resources and agencies.
4. Ability to work with groups.
5. Reliable transportation.
6. Available to work flexible hours.
7. Evidence of a positive work record.

### Desirable Qualifications

1. BA degree in education, psychology, social work or related field.
2. Knowledge of and experience with KPS secondary programs and resources.

Please apply online at [www.kpsjobs.com](http://www.kpsjobs.com)

**Position will be posted until Filled.**