



Job Title: Attendance Facilitator

Department: Federal Programs and Special Projects

Reports To: Site Principal

Grade: Based on HQ status (non-certified)

Number of Days: 172

Security Access: NA

Overtime Status: Non-Exempt

Last Revised Date: February 17, 2015

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: To support school achievement through attendance intervention for students at risk of not succeeding as a result of non-attendance.

Minimum Qualifications:

- HQ status by test or education
- Possession of valid OK Driver's License

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Identify patterns of nonattendance
- Promote positive attitude toward attendance
- Analyze causes of nonattendance
- Provide early intervention with at-risk students
- Enforce compulsory attendance laws
- Collaborate with teachers and school leaders to develop individual and school wide attendance promotion plans
- Communicate regularly with parents of at-risk students and assist parents in resolving student attendance issues
- Develop mentoring programs for at-risk students
- Conduct home visits
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to collect and analyze attendance data, make recommendations and plans based on data, and evaluate results of data-driven plans
- Expertise in working with at-risk students
- Willingness and ability to collaborate with teachers, leaders, parents, students, and district personnel
- Strong verbal and written communication skills
- Sound knowledge of appropriate strategies for increasing attendance

Supervisory Responsibilities:

- This role does not directly supervise any individuals

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- School environment
- Student homes or other places of residence, including shelters
- Must be able to operate a motor vehicle and be able to respond to various locations as necessary
- Must hold a valid Oklahoma Driver's License and maintain appropriate motor vehicle insurance
- Light lifting as necessary

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.