

Attendance Support Specialist Job Description

The Attendance Support Specialist plays a critical role in supporting school attendance initiatives aimed at improving student academic success and reducing chronic absenteeism within the school system. Aligned with the Louisiana Department of Education's (LDOE) commitment to regular school attendance, the Specialist will work collaboratively with school staff, families, and community partners to promote consistent school attendance and address barriers that prevent students from attending school regularly. This position also includes providing professional development to educators focused on delivering advanced-level coursework, training for educators overseeing work-based learning programs, and targeted support for students seeking to improve on national assessments.

Essential Duties and Responsibilities

- Attendance Data Analysis and Monitoring
 - Monitor and analyze student attendance data to identify patterns, trends, and students at risk of chronic absenteeism.
 - Generate reports and present findings to school administrators, teachers, and relevant stakeholders.
 - Utilize data to inform the development and implementation of targeted interventions and support strategies.
- Student and Family Support
 - Conduct outreach to students and families experiencing attendance challenges.
 - Develop and implement individualized attendance plans in collaboration with students, families, and school staff.
 - Provide direct support to students and families, including but not limited to:
 - Home visits
 - Connecting families with community resources (e.g., medical, transportation, housing assistance)
 - Facilitating communication between families and school staff
 - Providing guidance and support to address underlying issues impacting attendance.
 - Assist with the school's response to truancy as defined by the LDOE and local policies.
 - Participate in school attendance teams and attend meetings related to student attendance, as needed.
- Collaboration and Communication
 - Collaborate with school administrators, teachers, counselors, social workers, nurses, and other school personnel to promote a positive school climate and support student attendance.
 - Communicate regularly with parents/guardians regarding student attendance, progress, and interventions.
 - Build and maintain relationships with community organizations and agencies to enhance support for students and families.
 - Participate in parent/teacher conferences and other school events to promote attendance initiatives.
- Professional Development
 - Stay current on best practices in attendance interventions, student support services, and relevant educational policies.
 - Assist in the development of attendance-related policies and procedures.
- Other Duties
 - Perform other duties as assigned by the supervisor.