



Attendance Specialist

REPORTS TO: Outreach Program Manager

FLSA Status: Non-Exempt

Position Summary: The Attendance Specialist will work in conjunction with Lake County High School in Leadville, CYC Staff, as well as other nonprofit and service orientated agencies supporting youth with the goal of graduating from high school. The Attendance Specialist will help facilitate student engagement and enrollment and will provide support services so they can successfully obtain credits and/or graduate. This position is full-time. Bi-lingual is preferred.

Essential Functions

- Making contact with students that have poor attendance in Lake County High School in Leadville
- Quickly building relationships with each youth while ascertaining their interest in returning to school
- Assist youth in setting goals aimed to increase attendance and academic growth
- Addressing barriers for each youth by connecting them with community service providers so that they may focus on school
- Providing follow-up services with each youth to ensure their ongoing success
- Collaborating with district and school leadership to identify trends within the Attendance Specialist's caseload, as well as to identify and address systemic barriers to students struggling with attending school
- Tracking all students' progress within CYC's database and other spreadsheets
- Other duties as assigned

Other Duties

- Attend and participate in staff meetings as required.
- Speak on behalf of the organization when appropriate
- Attend relevant community and school meetings
- Run errands as needed using personal transportation
- Perform other duties, responsibilities and special projects as assigned
- Complete required training courses as assigned by CYC

Knowledge, Skills and Abilities

- An ability to work independently and remain organized in multiple settings, while simultaneously keeping track of the results achieved for each youth
- Computer skills in Microsoft Word and Excel with an emphasis on the ability to create spreadsheets and tables in order to capture data in a useful and intelligible manner.
- Excellent written and oral communication skills
- Experience and comfort working with adolescents from diverse backgrounds as well as their families and support networks as it relates to education
- An ability to “change gears” and work collaboratively with internal staff and external partners
- An ability to find and stay informed about beneficial resources for youth throughout relevant communities
- Appreciation of clear and appropriate boundaries with youth
- Knowledge of alternative, charter, traditional schools, and GED programs
- Dependable transportation and being insurable as a driver on the auto liability policy of Colorado Youth for a Change
- A passionate and committed belief that youth can rise above seemingly insurmountable obstacles and return to school, graduate, and enter into post-secondary education
- Bilingual in English/Spanish preferred

Minimum Qualifications

- A bachelor’s degree in education, human services, or other related field and minimum of two years of experience working with high risk, adolescent populations
- Or a minimum of two years of college and five years of experience

I have read, understand and am able to perform the essential functions of this position with or without accommodations.

Employee (Print Name)

Employee Signature

Date

Attendance Specialist

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NE:** Requirement is present, but is not essential to the position.
O: Occasional, up to 33 percent of the time and essential to the position.
F: Frequent, 34-66 percent of the time.
C: Continuous, over 66 percent of the time.

	NE	O	F	C
Sitting			X	
Walking	X			
Standing	X			
Bending or twisting	X			
Squatting or kneeling	X			
Reaching above shoulder level	X			
Driving cars, light duty trucks	X			
Repetitive motion of hands/fingers				X
Grasping with hand, gripping		X		
Lifting/carrying 10-25 pounds	X			
Lifting/carrying 26-50 pounds	X			
Pushing/Pulling	X			
Exposure to infection, germs or contagious diseases		X		

Seeing objects at a distance	X			
Seeing objects peripherally	X			
Seeing close work (e.g., typed print)				X
Distinguishing colors		X		
Hearing conversations or sounds				X
Hearing via radio or telephone				X
Communicating through speech			X	
Communicating by writing/reading			X	
Exposure to aggressive/angry people		X		
Other:				

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date