



T U L S A

PUBLIC SCHOOLS

Job Title: Attendance & Safety Officer

Department: Federal Programs & Special Projects

Reports To: Site Principal

Grade: Based on HQ status (non-certified)

Number of Days: 172

Security Access: NA

Current Date: February 17, 2015

Overtime Status: Non-Exempt

Position Summary: To support school achievement through behavior and attendance intervention for students at risk. To ensure the school is a safe environment for learning by identifying and intervening with students whose behavior may inhibit their academic achievement.

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.

- Facilitate the referral process.
- Collaborate with teachers to identify students in need of behavior intervention.
- De-escalate heightened student behaviors.
- Develop behavior intervention plans for identified students.
- 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.

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

- Ability to collect and analyze behavior and attendance data, make recommendations and plans based on data, and evaluate results of data-driven plans.
- MANDT training.

- 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 and decreasing behavior issues.
- Ability to communicate with students who are in a highly stressful emotional state.

Supervisory Responsibility:

- None

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.

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