

# **WINNER SCHOOL DISTRICT 59-2 OFFICIAL SCHOOL BOARD POLICY**



Title: Attendance Coordinator

Education Requirements:

Minimum of a High School Diploma or GED

Reports to: Superintendent, Building Principals, School Counselors

Supervisor: Superintendent

The Attendance Coordinator shall be a full time employee of the Winner School District.

The person in the position will:

- Serve as a liaison between the Native American families and the school with regard to student absenteeism and tardiness issues
- Confer with Native American families on daily student absences and make home calls when necessary
- Accompany sick Native American students home from school
- Pickup students who are absent and need transportation to school
- Submit record of activity on a weekly basis to the Winner Consent Decree Monitor
- Gather information from home visits that will be useful in determining how best to meet the needs of Native American students and families related to attendance
- Assist Building Principals and Counselors in developing ways to lessen Native American absenteeism and tardiness
- Assist Home-School Coordinator and school administration on home visits when requested
- Be a member of the Superintendent Advisory Committee
- Attend all required training provided by the Winner School District and assist in the implementation of training when requested
- Participate in individual or group counseling sessions whenever requested
- Comply with all Winner School Board policies and enforce all state laws applicable to District Staff