



# Notice of Available Position(s) Attendance Specialist

Posting Period: October 28, 2021 to November 11, 2021

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## Summary

The Attendance Specialist is responsible for working with students, families, courts, teachers, and school administrators to ensure that students are attending and engaging in school in accordance with CAPS Policy and Michigan attendance laws. The Attendance Specialist will work cooperatively with community resources, school staff, the probation department, law enforcement, juvenile courts, school districts, and other agencies to effectively intervene and redirect youth towards positive school attendance and towards a healthy lifestyle.

## Requirements:

- Strong Knowledge of state laws regarding truancy for school age minors and how to file charges in jurisdictions across the state of Michigan.
- 1-3 years of experience in Education, Business, or Social Services is preferred.
- BA in Education, Business, Criminal Justice, or Social Services is preferred.
- Michigan counseling or teaching certification preferred.
- Valid Michigan driver's license and proof of automobile insurance.
- Ability to pass the background checks required for all school employees in Michigan.
- Ability to multitask, and a logical mind to assess, filter, organize, and work with data.
- Excellent communication skills, both oral and written.
- Ability to explain information and concepts clearly and concisely, with confidence, and to defend position, when challenged.
- Must be comfortable in a court setting.
- Ability to communicate tactfully and frankly with high risk students and families.
- Finesse and grace to work through tough conversations with people who are sometimes upset and confrontational.
- Ability to build positive relationships and educate courts about attendance and truancy.

## Performance Responsibilities:

1. Collects and prepares data for the purpose of analyzing CAPS's truancy process, and to develop recommendations for improving the truancy program;
2. Collects and prepares data and reports as required in the day-to-day management of CAPS's Truancy Process;
3. Communicates regularly with school staff for the purpose of establishing cooperative and innovative approaches to solving truancy issues;

4. Completes status reports for the purpose of demonstrating CAPS's progress in the truancy process, as well as to help display/project future workload;
5. Coordinates with courts, and occasionally law enforcement agencies, for the purpose of collecting and disseminating information pertaining to truancy;
6. Develops and implements process, including paperwork to file truancy charges in the state of Michigan. Each county may differ in what is allowable and what is required in order to file truancy charges;
7. Schedules and conducts truancy meetings with parents and students for the purpose of ensuring that CAPS's attendance and truancy policies are understood and followed and to facilitate improved student attendance;
8. Organizes, prepares, and presents truancy information for each student for court hearings and court cases requiring the appearance of a CAPS representative;
9. Represents Cadillac Area Public Schools in truancy court hearings; and
10. Provides updates and communicates regularly with court and probation personnel regarding truant students;
11. Attends relevant committee and administrative meetings;
12. Other duties as assigned.

\*\*\*Based on potential student enrollment changes, this position will work until the end of the 2021-2022 school year as a Attendance Specialist. At that time, the school and department leadership will evaluate the status of this position and could extend it for the following school year if they deem it necessary. Full time positions are eligible for most employee benefits, including medical, dental and vision.

### **Required Application Materials:**

Letter of Interest

Current Professional Resume

Copy of Certifications

List of References (minimum of three references)

Please feel free to include any other application materials that you feel may be necessary.

### **Apply to:**

Jennifer Brown, Superintendent

Cadillac Area Public Schools

421 S Mitchell Street

Cadillac MI 49601

231.876.5000

Electronic Applications can be sent via email to [jobs@cadillacschools.org](mailto:jobs@cadillacschools.org)

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