



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Attendance Monitor
Payroll/Personnel Type:	10 Month
Job #:	8996
Reports to:	Principal
Shift Length:	7 Hours a Day
Union Eligibility:	Eligible

Position Summary:

This position will be responsible for the work around monitoring attendance, maintaining documentation, identifying at-risk students, and communicating with principal/parents.

Essential Functions:

- Work with volunteer group to establish a team environment
- Volunteer Services Coordinator to align school attendance efforts for identified schools
- Obtain and review attendance data on a daily basis
- Develop schedules and assignments for parent volunteers
- Create data displays indicating volunteer efforts and progress in improving attendance
- Work collaboratively with Volunteer Services Coordinator team to identify appropriate community resource information for volunteers to share with parents of students with chronic attendance issues
- Create individual attendance plans for students whose attendance falls below the attendance target
- Build relationships with families through home visits and communication
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of volunteer programming
- Knowledge of St Louis Community resources to assist parents Knowledge of school and neighborhood areas and cultures
- Commitment to serving parents and schools
- Ability to establish trusting relationships with volunteers, parents and staff
- Knowledge of various cultures' values, behaviors, beliefs and traditions
- Effective written and oral communication and presentation skills
- Demonstrate initiative and problem-solving capabilities
- Knowledge of Microsoft Office including Word, Excel and Publisher and online platforms such as Google
- Ability to create charts and graphs using Excel

Experience:

- Working with volunteers
- working with culturally, diverse parents and families in an urban educational setting
- Serving in a positive, collaborative team environment
- Serving effectively in a collaborative team setting

Education:

- Minimum of 60 college hours or Para-Pro certification (required)



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