

## **Attendance Teachers' Job Description**

The work of Attendance Teachers can be categorized broadly into 4 pillars:

### **1) Conduct Investigations & Evaluate Student Cases**

- a. Investigate unexplained absences by exploring administrative resolutions; compiling historical facts; evaluating school records; visiting homes, facilities, and institutions; contacting relatives, family friends, neighboring students, landlords, and social service providers; and otherwise attempting to locate children not in regular attendance—and maintain records of the same.
- b. Conduct the necessary casework investigations (due diligence), including address verification when requested, to effectuate appropriate discharge of students from a school register. When discharge is not appropriate, continue follow-up until student returns to school or discharge of student becomes possible.

### **2) Advocate for at-risk students & Encourage their return to school**

- a. Work with school-based staff, Borough/Central Office staff, other DOE offices, and city agency staff to conduct outreach and maintain contact with families of students who are not in regular school attendance.
- b. Be familiar with the signs of physical and/or emotional abuse, neglect, substance abuse, inadequate medical attention, poor nutrition, inadequate housing, homelessness, lack of appropriate clothing, underage employment, lack of childcare, human trafficking, transience, bullying, etc. and take appropriate and available steps to address these issues when suspected.
- c. Meet with students and families in their homes and/or at school, empathetically listen, discuss, and explain their educational and support options in a non-judgmental manner.

### **3) Liaise with Community Resources**

- a. Develop a working knowledge of appropriate community resources that can effect a return of the student to school—especially students with obstacles otherwise preventing their return.
- b. Develop productive relationships & support networks with community resources to deploy on an as needed/case-by-case basis in the ongoing work of bringing chronically absent students back to school or referral to an appropriate alternate program.

### **4) Enhance the ability of school(s) to address student attendance issues**

- a. Provided the school-based staff have done appropriate outreach, the Attendance Teacher shall follow-up with the cases the school has referred to the Attendance Teacher as described in pillars 1 and 2.
- b. Report results of investigations (i.e. via iLog) to the School Attendance Coordinator so the school can take appropriate action.
- c. Share knowledge of community resources, as described in pillar 3, to assist in the implementation of the school-based Attendance Team's attendance initiatives.