

Hobbs Municipal Schools Job Description

Position: Parent Attendance Liaison

Supervisor: Principal

General Job Description: The Parent Attendance Liaison (PAL) will work with the staff/students/parents to improve student attendance.

Qualifications:

1. High School Diploma
2. Must have a valid driver's license and a vehicle
3. Ability to write and speak Spanish is helpful, but not required
4. Ability to pass employment verification

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Daily review of attendance information collected by the school/district in order to identify students with excessive absences in Tier 3 and Tier 4.
4. Make home visits with parents/guardians and offer support.
5. Monitor the attendance of students placed on school attendance contracts and students who fall within the Tiers of the Attendance Act for Success.
6. Work closely with the attendance secretary, the principal/assistant principal, Social Worker, Counselor, and School Resource Officer (SRO) while working in collaboration with students and parents/guardian.
7. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

Additional Duties and Responsibilities:

Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.