



**Job Title:** School Attendance Navigator  
**Reports To:** Isabel Ramirez, Parent Liaison

### **Position Summary:**

The School Attendance Navigator is critical in enhancing student attendance through direct outreach and engagement with families. This position focuses on implementing effective strategies identified through Attendance Works to promote regular school attendance and address barriers that prevent students from attending school.

### **Qualifications:**

High School Diploma or equivalent.

A valid driver's license and the ability to drive may be required.

Bilingual proficiency in English and Spanish.

Strong interpersonal and communication skills.

Ability to work independently and as part of a team.

### **Duties & Responsibilities:**

- Conduct outreach to families to discuss attendance issues and provide support.
- Organize and facilitate workshops and parent coffee sessions to educate families on the importance of regular attendance.
- Collaborate with Principal/Assistant Principal/school staff to identify students at risk of chronic absenteeism.
- Implement best practices for improving student attendance, such as establishing reward programs for good attendance, creating informative newsletters, and maintaining regular communication with parents.
- Collect and analyze attendance data to identify patterns and develop targeted intervention strategies.
- Serve as a liaison between the school and the community to foster a supportive environment that encourages student attendance.
- Commitment to fostering an inclusive and supportive school community.
- To Attend all scheduled meetings/activities
- Attend professional development as needed

### **Working Conditions:**

- School Setting: Working within a school environment
- Community: traveling within the community to visit students' homes or other relevant locations.
- Office Setting: working at a desk, using a computer and other office equipment for administrative tasks.

**Physical Requirements:**

Incumbent is required to:

- move around the school campus, which may involve walking, standing, and occasionally climbing stairs; capability to remain physically active for extended periods, especially during events or when conducting home visit
- clear and effective verbal communication skills, which may involve speaking for long periods, listening attentively, and engaging in conversations with students, parents, and staff
- ability to handle paperwork, use a computer, and operate office equipment efficiently

**Terms of Employment:**

Location: Goodwin, Sherlock, Unity, Warren Park

**Salary:** \$17.51 per hour

**Hours:** Not to exceed 599 hours

All applicants (internal and external) need to complete an online application located on the Cicero School District#99 web site at [www.cicd99.edu](http://www.cicd99.edu).

**This position is funded through the Title I-Part A-Section 1003 Grant**