



North Cook Regional Office of Education/ Intermediate Service Center

Position Title: Student Attendance Liaison

Description:

This is a full time, year round, student support position working for the North Cook Regional Office of Education/Intermediate Service Center in collaboration with North Cook Districts. This is a non-certified position working with the School Based & North Cook Intermediate Service Center team. The Student Attendance Liaison works directly with students & families in North Cook School Districts and reports to the Director of Student Services in both a school and office environment.

Job Summary:

- Identifies and connects with students demonstrating attendance challenges at school.
- Coordinates administration, students, and families to ensure that barriers to attendance are reduced or removed and students access their education.
- Maintains accurate records of student attendance; prepares and maintains a variety of records and files regarding student attendance, tardiness, truancy, suspension and discipline.
- Communicates with students and parents regarding attendance and related issues; conducts home visits as needed.
- Incentivizes and celebrates improvement in attendance rates with students and families.
- Refers serious attendance problems according to established procedures; assists in identifying and resolving problems of students with frequent absenteeism.

Preferred Skills:

- Commitment to working with historically underserved youth and their families.
- Advanced problem solving skills; experience in finding creative solutions to positively impact students.
- Working knowledge of community resources, child welfare and attendance laws and regulations.
- Advocacy skills, including the ability to negotiate, compromise, and confront conflict.
- Ability to cooperate and communicate effectively with students, families, and school personnel.
- Ability to cooperate with families and school staff.
- Ability to professionally and calmly respond to crisis.

Qualifications:

Candidates should have a BA and some experience working with historically underrepresented youth in grades 6-12. Spanish proficiency is highly preferred.

Salary, Benefits and Working Conditions:

The Attendance Liaison will earn a salary of approximately \$45,000 depending on experience, skillset and level of education. This position includes the following benefits:

- Individual Health insurance, PPO or HMO, Blue Cross Blue Shield (employee paid family insurance option)
 - Vision
 - Dental, MetLife
- Life insurance, MetLife – 1x annual salary and \$50,000

Retirement benefits for this position are facilitated through the Illinois Municipal Retirement Fund (IMRF). As a 12-month employee, you will receive 12 vacation days (adding one day annually up to 20 maximum), 12 sick days, and 2 personal days. Also, NCISC observes Federal and State holidays (4th of July, Labor Day, Indigenous Peoples' Day, Veterans' Day, Thanksgiving Break (3 days), Christmas Day, New Year's Day, Martin Luther King Jr.'s Birthday, Presidents' Day, Good Friday-Observed, Memorial Day and Juneteenth).

The NCISC takes great pride in its reputation for professional educational service and support to the educational professionals, students and their families in our region and beyond. The North Cook Intermediate Service Center is an equal opportunity employer.

Application Procedure:

Individuals interested in applying for this position must complete the online application in its entirety, including a cover letter, resume, and a list of at least three professional references.

For questions regarding the position, please contact Dr. Allison Slade, at either aslade@ncisc.org or 847-803-5606.