

Statement of Work

Attendance Improvement – State Attendance Liaison

Purpose of the Position: The Attendance Improvement State Attendance Liaison will provide targeted support to school districts, charter schools, and educational partners within an assigned region to improve student attendance, reduce chronic absenteeism, and strengthen engagement strategies. The liaison will serve as a support between the State Public Education Department (PED) and local education agencies (LEAs), ensuring alignment with state attendance improvement policies, guidance, and best practices.

Position Title: State Regional Attendance Liaison

Reports to:

Term: Annual contract (renewable based on performance and funding)

Travel: Regular in-region travel; occasional statewide travel

Key Responsibilities

- **Technical Assistance:** Support identified non-grant LEAs in developing, implementing, and monitoring Attendance Improvement Plans (AIPs).
- **Program Support:** Support Safe and Healthy School Bureau in facilitating workshops and professional development on evidence-based attendance strategies to include restorative justice practices; trauma informed practices; safety and school climate.
- **Data Monitoring:** Analyze attendance data, align benchmarks with 40-day reporting cycles, and guide data-informed strategies.
- **Collaboration:** Coordinate with community partners, state programs, and LEA district attendance teams, family engagement team to address root causes of absenteeism via monthly communities of practice or site visits.
- **Compliance:** Monitor targeted LEA adherence to state attendance laws and reporting requirements.
- **Documentation:** Maintain monthly TA logs, prepare progress reports, and submit required deliverables.

Deliverables

- Monthly technical assistance/activity logs
- Attendance data reports for each 40-day reporting period
- Annual regional progress reports
- Attendance Improvement Plan review feedback for assigned LEAs
- Training materials and participant evaluations

- Maintain attendance email, social media communication and project management site.

Qualifications

- Bachelor's degree in education, social work, or related field
- 3+ years in K–12 education, attendance improvement, or student services
- Knowledge of attendance laws, MTSS, and intervention strategies
- Strong data analysis, communication, and facilitation skills
- Experience working with diverse student populations

Preferred Skills

- Professional development delivery experience
- Culturally responsive engagement approaches
- Proficiency with data and collaboration tools
- Ability to work independently across a large region

Salary Pay Scale:

33 hours per week	50.00 per hour	\$59,400
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