



## NOTICE OF VACANCY

**DATE:** January 11, 2021

**TITLE OF VACANCY:** Title I 1003(a) - Attendance Support Coach

**LOCATION:** Lanphier High School

**HOURS PER DAY:** 7.5

**DAYS PER YEAR:** Remainder of the School (One Year Only)

### REQUIREMENTS/QUALIFICATIONS:

1. Neat appearance - telephone and office etiquette - interest in public schools and children
2. Ability to follow written and oral directions and to complete tasks with a minimum of supervision
3. Ability to communicate and maintain a good working relationship with principals, teachers, parents/guardians, students, and general public
4. Experience and/or knowledge of Macintosh computers
5. Ability to create and maintain data base
6. High School Diploma or equivalent/College degree preferred

### SPECIFIC RESPONSIBILITIES:

1. Work closely with at risk students, parents, school staff and community members to provide support network for students
2. Communicate relentlessly with school staff, parents, and students on coaching and attendance interventions, and make home visits
3. Organize attendance interventions for at risk students and parents/guardians
4. Provide coaching to parents/guardians to promote their participation in students learning experiences
5. Follow up absences, and help develop attendance plan for students nearing chronic absence status
6. Maintain a daily record of all action taken pertaining to questionable absences and provide coaching intervention support to students and parents
7. Facilitate a school wide attendance team to support at-risk students and work with school staff to improve attendance at school
8. Perform other duties as assigned

### APPLICATION DEADLINE:

January 15, 2021 at 4:00 p.m.

### APPOINTMENT DATE:

Upon Board Approval

### SALARY:

\$27.65 Per Hour  
(2020-2021 Salary Schedule)

### BENEFITS:

Personal and Sick Leave - Medical Insurance -  
Life Insurance - Illinois Municipal Retirement -

### HOW TO APPLY:

Go to [www.sps186.org/humanresources](http://www.sps186.org/humanresources) and click on classified vacancies, follow online instructions

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