

**San Antonio ISD**  
**Job Description**

**STUDENT ENGAGEMENT FACILITATOR**  
**LANIER HIGH SCHOOL**



**Open:** March 1, 2017  
**Reports To:** Director, Attendance Accountability  
**Dept. /School:** Lanier High School

**Closing:** March 22, 2017  
**Wage/Hour Status:** Exempt  
**Pay Grade:** Admin. Program JG-4

**TERMS OF EMPLOYMENT:**

10 months/ 187 days per year. Salary is at Administrative Program Job Group 4 on the SAISD Compensation Plan on a Non-Chapter 21 contract. Entry level is at an annual rate of \$50,138.44 with additional consideration for directly related experience.

**Primary Purpose:**

Ensure effective and efficient student attendance and engagement activities.

**Minimum Qualifications:**

**Education/Certification:**

- Bachelor's Degree from a four year accredited college or university with a valid Texas Teacher Certification **or**
- Master's Degree in Social Work or related field
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

**Special Knowledge/Skills:**

- Knowledge of local, state and federal education laws, policies and procedures related to student attendance
- Ability to maintain accurate records, meet deadlines, analyze data and provide recommendations
- Ability to problem solve, think critically and manage conflicts
- Strong organizational, communication, presentation and interpersonal skills
- Ability to organize, communicate and assist in managing parent forums, Attendance Committee Meetings, Leaver Meetings and any other necessary meetings
- Demonstrated oral and written communication skills

**Experience:**

- Three (3) years classroom experience **or**
- Three (3) years social work experience with children and families

**Major Responsibilities and Duties:**

*(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)*

**Organizational Management**

1. Serve as District representative to the assigned cluster
2. Monitor, organize and evaluate the quality of the Individual Attendance Plans
3. Analyze the accuracy of student attendance data prior to approvals in S.A.M.S. (Student Attendance Monitoring System)
4. Monitor and organize Pre-Court diversions for students
5. Monitor eTruancy (Submissions Pending, Rejected Case filings, etc.)
6. Organize dockets and other documentation as needed for court cases
7. Organize, assist, manage and communicate with Attendance Committees' & District Leaver Meetings
8. Other duties as assigned

**Student Engagement Facilitator's Role in Student Achievement**

1. Assist Principal or campus designee with student attendance improvement and implementation strategies for at-risk students
2. Assist Principal or campus designee with effective attendance and drop-out related preventive strategies for Campus Improvement Plan
3. Assist PEIMS and Data Services to ensure that attendance and leaver accountability meet state and federal standards
4. Attend Attendance Committee Meetings for schools that are below the district attendance rate requirements

5. Provide early intervention conferences with student and their families to identify attendance barriers
6. Conduct regular home visits per compulsory attendance law for habitually truant students and maintain a log
7. Record and document all interventions provided to student and their family on the Individual Attendance Plan
8. Initiate and investigate student truancy cases as related to non-enrollment, withdrawals, drop-outs, legal residence and UIL eligibility

**Communication and Community Relations**

1. Initiate and maintain professional communication with students, parents/guardians, school administration and school staff regarding school attendance policy and procedures
2. Address and resolve parent/community concerns regarding student attendance procedures/processes
3. Address truancy hot-line issues as provided by the campus or the Office of Attendance Accountability
4. Ability to provide community service and resources to students and guardians to eliminate attendance barriers

**Professional Learning**

1. Attend staff development for department training and updates
2. Attend professional learning programs that meet target objectives for position
3. Demonstrate and maintain current knowledge, understanding and skill appropriate to job assignment

**Qualities of an Effective Student Engagement Facilitator**

1. Demonstrate a high level of personal integrity, a collaborative leadership style and high ethical standards
2. Demonstrate the sense of being Student Centered
3. Keep informed of and comply with state, district, and federal policies, including daily attendance, punctuality and confidentiality
4. Compile, maintain and file all reports, records and other required documents
5. Demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student centered environment
6. Daily attendance and punctuality at work are essential functions of the job

**Supervisory Responsibilities:**

None

**Equipment:**

Computer, computer software programs and peripherals, teacher resource materials and equipment, printer, copier, fax, photo/video recording equipment and other equipment applicable to position.

**Working Conditions:**

**Mental and Physical Demands:**

Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Occasional district-wide and statewide travel.

**Environmental Factors:**

Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise, low or intense illumination, vibration. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.), work outside, work around moving objects or vehicles, work on uneven surfaces.

THE SAN ANTONIO INDEPENDENT SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY LAW.

Employee Acknowledgement of Receipt \_\_\_\_\_ Date: \_\_\_\_\_

Hiring Administrator \_\_\_\_\_ Date: \_\_\_\_\_