

POSITION ANNOUNCEMENT

Position Title: Lead Attendance Monitor **EMPLOYED BY:** Baltimore Curriculum Project
LOCATION: BCP Office; schools **Reports To:** CEO / Chief of Schools

POSITION SUMMARY: The Lead Attendance Monitor will assist the Baltimore Curriculum Project (BCP) leadership with carrying out the organization's mission, strategic plan, and its annual goals and objectives. Specifically, the Lead Attendance Monitor will be responsible for managing the implementation of the Transforming Attendance grant initiative. The role includes support, monitoring, and reporting of school-based staff's implementation of the strategies designed to decrease chronic absenteeism across the six (6) BCP schools.

POSITION RESPONSIBILITIES: Primary responsibilities of the Lead Attendance Monitor include, but are not limited to:

- **Attendance Tracking & Reporting:**
 - Supporting school-based staff in identifying students who meet the grant criteria for intensive support and monitoring
 - Monitoring targeted student's daily attendance at each of the six schools
 - Analyzing data and to identify trends; adapting intervention strategies as necessary
- **Intervention & Support:**
 - Working with the schools' attendance teams to communicate with students and families regarding attendance concerns
 - Supporting school-based staff in developing and implementing intervention plans for identified students
 - Collaborating with school counselors, social workers, and administrators to coordinate support for students facing attendance challenges.
- **Documentation & Data Analysis:**
 - Maintaining accurate attendance records for identified students and comparing data to the school's overall trends
 - Preparing reports for school administration, BCP staff, and funders as needed
 - Writing a comprehensive report that summarizes lessons learned and best practices
- **Family & Community Engagement:**
 - Supporting school-based staff in identifying root causes of chronic absence for identified students



BALTIMORE CURRICULUM PROJECT

2707 E. Fayette Street
Baltimore, MD 21224
baltimorecp.org
410-675-7000
Fax: 410-675-7030
bcpinfo@baltimorecp.org

- Providing support to school-based staff to identify best practices for conducting outreach efforts, including phone calls, emails, and meetings, to address attendance concerns
- Coordinating partnerships with community organizations to provide resources for families in need
- **Leadership & Training:**
 - Monitoring and supporting school-based attendance staff
 - Training school-based staff on attendance improvement procedures and best practices
 - Developing strategies to encourage a school-wide culture of attendance
- **Special Projects**
 - Consulting and partnering with other BCP and/or school-based staff on attendance-related initiatives, as directed by BCP leadership.
 - Support the charter renewal process, including supporting school SER preparation, data gathering, and writing of charter applications

WORK ENVIRONMENT:

- Office location will be at the BCP headquarters with
- Daily interactions with staff from each of the six schools
- Travel weekly to each school, located in various parts of the city
- Occasional home visits or community outreach with school staff

QUALIFICATIONS: The Lead Attendance Monitor must:

- Have a bachelor's degree in human services or a related field (master's degree preferred, but not required)
- Have experience working in an educational organization or a school, preferably in an urban setting
- Possess strong written and oral communication skills to connect with a broad range of stakeholders.
- Be organized and self-managed with a high attention to detail.
- Be able to handle many responsibilities simultaneously.
- Have the ability to work independently, and within larger work groups; be adaptive in response to feedback.
- Exhibit a strong sense of customer service.
- Be technologically savvy; knowledgeable about various social and productivity applications; proficient in all Microsoft applications.
- Be able to effectively work in a complex learning environment, free of bias and the limitation of assumptions.
- Be fluent in Spanish (preferred, but not required).

BALTIMORE CURRICULUM PROJECT NEIGHBORHOOD CHARTER SCHOOLS





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POSITION DETAILS:

This position is grant-funded. The Lead Attendance Monitor is a 12-month, salaried (exempt) position. The assignment is valid for one academic year; offers of employment are re-evaluated year-to-year, contingent on an effective annual performance review. The salary range for this position is \$55K - \$65K annually, commensurate with candidate qualifications.

The position is eligible for health benefits through Baltimore Curriculum Project and are included at no cost while full time 35hrs per week or more - Medical, Dental and Vision. For employees working 30-34 hrs per week, the premium is prorated; employer pays most, employee pays the difference in percent of time worked. Also, employees achieve 401(K) eligibility after 1 year of service, which includes a 50% employer match of your contribution up to 7.5% of your salary; the maximum employer match is 3.5%, once your contribution goes over 7% of your salary.

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