



**Position Title:** Attendance Advisor  
**Department:** Instructional Services  
**Location:** Washington Service Center  
**Reports to:** School Safety and Prevention Specialist  
**Compensation:** Licensed Salary Schedule  
**FTE:** 1.0  
**Bargaining Unit:** Licensed, NWEA

---

**NW REGIONAL ESD'S MISSION STATEMENT:** *In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.*

**GENERAL DESCRIPTION:**

Promote regular school attendance of all students by providing school consultation and training, early intervention services with students and families, and reconnecting students to educational resources and pathways.

**QUALIFICATIONS: Knowledge, Skills & Abilities Required**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Bachelor's degree in education, juvenile justice, social work or related field, required.
2. A minimum of 3 years work experience in educational, correctional, or social service agency.
3. Current driver's license and vehicle insurance.
4. Strong interpersonal skills with demonstrated ability in working with diverse populations.
5. Knowledge and understanding of Oregon's attendance laws and best practices for promoting regular school attendance and educational pathways.

**Essential Functions:**

Serve as a liaison between school, parents, community agencies, police authorities and the courts on individual cases that reach community level interventions and facilitate transition of students into learning opportunities as appropriate.

---

■ CLATSOP COUNTY  
503-325-2862  
Fax: 503-325-1297  
3194 Marine Drive  
Astoria, OR 97103

■ COLUMBIA COUNTY  
503-366-4100  
Fax: 503-397-0796  
800 Port Avenue  
St. Helens, OR 97051

■ TILLAMOOK COUNTY  
503-842-8423  
Fax: 503-842-6272  
2515 3rd Street  
Tillamook, OR 97141

■ WASHINGTON COUNTY  
503-614-1428  
Fax: 503-614-1440  
5825 NE Ray Circle  
Hillsboro, OR 97124-6436

1. Assist school administrators and attendance teams in a collaborative process of assessing their school-wide multi-tiered systems of attendance support for students, with an emphasis on engagement and best practices in school attendance for historically marginalized student groups.
2. Provide consultation and training to school staff related to best practices for encouraging regular attendance, as well as develop resources and materials for school staff on effective policies, procedures and programs in relation to regular school attendance for all students
3. Participate in school/community collaborative efforts to improve attendance services and support to students.
4. Provide early intervention services with referred students and their families who are beginning to demonstrate or have a pattern of irregular attendance.
5. Ensure that necessary procedural statuses, based on Oregon attendance laws, are followed in relation to referred students where truancy is an issue.
6. Provide referral-driven and strengths-based intervention services to students and families where irregular attendance, chronic absenteeism, or truancy is an issue.
7. Demonstrate situational awareness, conflict management strategies, and basic investigative skills.
8. Issue Initial Referral Notices, conduct Mandatory Meetings, and issue Citations in accordance with Oregon's attendance laws and Northwest Regional ESD best practices of attendance.
9. Prepare factual court reports, attend school conferences and court hearings as an advocate and resource to students and families.
10. Work collaboratively and communicate effectively with staff and agencies at all organizational levels.
11. Perform other duties and responsibilities as assigned.

## WORKPLACE EXPECTATIONS

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals • Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Hold expectations for high performance of self
- Work effectively with and respond to people from diverse backgrounds.
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing

assigned responsibilities

- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

### **LANGUAGE SKILLS:**

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

### **MATHEMATICAL SKILLS:**

Ability to perform basic mathematical calculations with a high degree of accuracy.

### **REASONING ABILITY:**

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **WORK ENVIRONMENT:**

Work is generally performed in a standard office setting. Travel to various sites may be required.

#### **Daily:**

- Requires regular focus on a computer screen
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling

#### **Weekly:**

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites may be required

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit, walk and stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop or kneel. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 30 pounds.

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

***NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.***

### **Equal Opportunity Employer**

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at [hrhelp@nwresd.k12.or.us](mailto:hrhelp@nwresd.k12.or.us). Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.