



## **SCHOOL SAFETY LIAISON & ATTENDANCE OFFICER POSITION DESCRIPTION**

### **Summary:**

The School Safety Liaison & Attendance Officer provides services to schools in Gogebic & Ontonagon Counties in the investigation and counseling of students and families with excessive attendance problems. The position serves as a resource that connects students, parents, the community, and local law enforcement. They work with school leadership and staff to create a safe and positive learning environment consistent with the recommendations of the Michigan School Safety Commission.

### **Qualifications:**

- Minimum of an Associate's Degree in criminal justice or related field preferred.
- State-certified active or former law enforcement officer with a minimum of 5 years of experience.
- Experience working in a school or youth-focused environment.
- Strong understanding of crisis management and conflict resolution techniques.
- Excellent communication and interpersonal skills.
- CPR and First Aid certification preferred.

### **Position Duties and Responsibilities:**

#### **School Safety Liaison:**

- Promotes safety: Works to create a positive learning environment and encourage students to have positive attitudes towards rules and laws.
- Supports conflict resolution: Helps students learn about citizenship responsibilities and how to resolve conflicts.
- Educate students: Teaches students about the criminal justice system and law enforcement's role in public safety.
- Prevents delinquency: Helps prevent criminal activity and delinquency among young people.
- Supports community issues: Addresses student and community issues when needed.
- Assists with any security-related requests from schools.
- Works with local school administration and law enforcement to update school safety plans.
- Facilitates and participates in safety drills, including fire drills, lockdowns, and evacuation procedures.
- Trains and educates school staff and students on safety procedures and preventive measures.

**Attendance Officer:**

- Coordinates the referral process for schools reporting attendance issues. Reviews referrals and sends out notice of non-attendance along with other necessary legal documents.
- Determines the direction of investigation and level of involvement necessary for corrective change.
- Visits the homes of students with attendance problems, guiding parents on how they can assist in improving student attendance and academic success.
- Advises parents and students on the necessity for regular attendance, providing information about State requirements and school district rules and regulations.
- Develops, establishes, and coordinates community attendance resource contacts.
- Maintains information systems on available community resources for use by schools and families.
- Collaborates with school staff to develop interventions for truant students and develops individualized service plans to improve attendance.
- Serves as a liaison between schools and local agencies such as social services, court services, and local law enforcement regarding student truancy.
- Acts as a resource to school administrators, guidance counselors, teachers, and health service personnel regarding attendance programs, interpretation of policies/laws, and record-keeping requirements.
- Acts as the petitioning agent to the court for the school in cases where students are in continual violation of compulsory attendance law after multiple interventions.
- Prepares information for formal hearings/court cases. Represents the school when attendance cases are scheduled for court hearings.
- Maintains necessary records, ensures the confidentiality of students and their families, and prepares related reports.
- Responsible for maintaining accurate statistics for assigned schools.
- Presents data and information to groups as necessary.
- Models nondiscriminatory practices in all activities.

**Work Environment:**

The work environment characteristics are representative of those the employee encounters while performing the job's essential functions (office, school, homes, community agencies, and courtroom). While performing the duties of this job, the employee is intermittently exposed to angry students/parents and neighborhoods considered to have elevated levels of violence potential.

**Compensation:** \$30 per hour up to 1060 hours per school year. Extended contract options may be available.

**Start Date:** August 2025- Will be confirmed when the position is filled

Interested individuals should submit materials, including, at a minimum, a resume, three letters of recommendation, copies of professional licenses, and transcripts to:

Shelby walters  
Executive Assistant to the Superintendent  
Gogebic-Ontonagon Intermediate School District  
200 South Elm Street; PO Box 20  
Ewen, Michigan 49925

Electronic submissions can be emailed to [swalters@goisd.org](mailto:swalters@goisd.org)

**Date Posted:** 8/13/2025

**Closing Date:** This position is open until filled.

Questions regarding this position may be directed to Travis Powell, Director of Technology & Data Systems: [tpowell@goisd.org](mailto:tpowell@goisd.org) or 906-575-3438, ext 201.

**The candidate selected for this position must pass a criminal background check and drug test prior to being recommended to the Board of Education.**

*The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.*